UNWTO COMMISSION FOR THE MIDDLE EAST
THIRTY-SIXTH MEETING

UNWTO Headquarters, Madrid, 27-28 November 2012

I. PLACE AND DATE

1. The thirty-sixth meeting of the UNWTO Commission for the Middle East will be held at UNWTO Headquarters in Madrid, Spain on 27-28 November 2012.

2. The meetings will be held at:

World Tourism Organization
Headquarters
C/ Capitán Haya, nº 42
28020 - MADRID
T: + (34 -91) 567 8139/140
F: + (34-91) 571 3733
Room Roberto Lonati
9TH floor
II. **REPLIES TO INVITATIONS**

3. Participants are kindly requested to complete the attached participation form and send their replies, if possible, indicating the composition of their delegations, **by 5 November 2012 at the latest** to:

**Dr. Taleb Rifai**  
Secretary-General  
World Tourism Organization  
Capitán Haya, 42  
28020- MADRID  
Spain  
Tel: + (34-91) 567 8140/42  
Fax: + (34-91) 571 3733  
E-mail: cme1@unwto.org  
cme@unwto.org

**Mr. Amr Abdel Ghaffar**  
Regional Director for the Middle East  
World Tourism Organization  
Capitán Haya, 42  
28020- MADRID  
Spain  
Tel: + (34-91) 567 8140/42  
Fax: + (34-91) 571 3733  
E-mail: cme1@unwto.org  
cme@unwto.org

III. **STATUS OF PARTICIPANTS**

4. The Spanish Government will take the necessary measures to facilitate the arrival and departure of participants invited by the Organization. Throughout their stay, participants will benefit from the privileges and immunities provided for in the Agreement concluded between the Organization and the host country.

IV. **ENTRY FORMALITIES**

5. The Government of Spain will provide the necessary facilities to assist all participants to obtain their entry visa. Therefore, delegates who may require an entry visa are requested to contact diplomatic or consular missions of Spain in their countries in order to obtain their entry visas.

6. Information and detailed requirements for visa application and a list of diplomatic and consular missions can be obtained from the following website of the Ministry of Foreign Affairs of Spain:  

7. For more information about countries whose nationalities require a visa or whose nationalities are exempt from it, please visit the following website of the Ministry of Foreign Affairs of Spain:  

V. **REGISTRATION AND IDENTIFICATION BADGES**

8. The registration desk will be open at the World Tourism Organization in Madrid on Monday 26 November from 4.00 p.m. to 7.00 p.m. On Tuesday 27 November, registration will start at 8.00 a.m. until 9.00 a.m., at the latest. Badges will be issued at the time of registration. Participants are requested to wear their identification badges throughout the Council session, in the area reserved for the meetings, as well as at all social events.
VI. ACCOMMODATION

9. The official hotels given below offer special rates for participants. Delegates are invited to contact hotels directly for reservations, indicating that they will participate in the UNWTO 36th Commission Meeting for the Middle East:

<table>
<thead>
<tr>
<th>Hotels</th>
<th>Special rate in Euros</th>
<th>Contact Information</th>
<th>Distance to venue</th>
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<tbody>
<tr>
<td>NH HESPERIA</td>
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<tr>
<td>5* Paseo Castellana, 57</td>
<td>Single room rate on BB basis: 165 € + 10% IVA</td>
<td>Tel: +34 91 210 88 00 Fax: +34 91 210 88 99 E-mail: <a href="mailto:hotel@hesperia-madrid.com">hotel@hesperia-madrid.com</a> Web: <a href="http://www.nh-hotels.com">www.nh-hotels.com</a></td>
<td>10 minutes</td>
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<tr>
<td></td>
<td>Double room rate on BB basis: 185 € + 10% IVA</td>
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<td>MELIÁ CASTILLA</td>
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<tr>
<td>4* C/ Capitán Haya, 43</td>
<td>Single room rate: 123 € + 10% IVA Breakfast: 15 €</td>
<td>Tel: +34 91 567 50 86 Fax: +34 91 567 51 66 E-mail: <a href="mailto:reservas@hotelmeliacastilla.com">reservas@hotelmeliacastilla.com</a> Web: <a href="http://www.meliacastilla.com">www.meliacastilla.com</a></td>
<td>3 minutes</td>
</tr>
<tr>
<td></td>
<td>Double room rate on BB basis: 123 € + 10% IVA</td>
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<tr>
<td>SUN AMARAL</td>
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<tr>
<td>3* C/ General Varela, 37</td>
<td>Single room rate on BB basis: 75 € + 10% IVA Breakfast: 15 €</td>
<td>Tel: +34 91 579 97 38 Fax: +34 91 571 86 04 E-mail: <a href="mailto:reservas@hotelmamaral.com">reservas@hotelmamaral.com</a> Web: <a href="http://www.sunotel.es">www.sunotel.es</a></td>
<td>3 minutes</td>
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<tr>
<td></td>
<td>Double room rate on BB basis: 85 € + 10% IVA</td>
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VII. WORKING LANGUAGES

10. The working languages of the meetings are Arabic and English. A simultaneous interpretation service will be provided.

VIII. SOCIAL PROGRAMME

11. The social programme is under preparation and will be given in a forthcoming Information Note.

IX. PRACTICAL INFORMATION

12. Local Currency and exchange rates: Spain’s official currency is the euro (EUR). The applicable exchange rate in October 2012 is approximately 1 USD to 0.77 EUR. All bank offices (generally with opening hours of Monday to Friday from 8:30 a.m. to 2 p.m.), as well as exchange offices in major cities, offer travellers the possibility of exchanging currency. This service is also offered at most hotels and travel agencies.

13. Weather: in November, Madrid enjoys sunny days but cold nights. The average maximum temperature is 19º C and the average low is 15º C.

14. Official language: Spanish
15. **Official time:** official time in Madrid is GMT plus 1 hour

16. **Electricity:** Electric power in Madrid is 220 volts, 50 hertz alternating current. Outlets follow the European standard and take plugs with two round pins. In any case, adaptors for special plugs are available in most hotels. Make sure that the electrical devices you will be using (computers, mobile phone chargers, electric shavers, etc.) work with this voltage, or use transformers or batteries that can handle different voltages.

17. **Health requirements and precautions:** No vaccinations are required to travel to Spain

18. **Medical services:** Madrid has a large network of primary care clinics and hospitals.

X. **TOURIST INFORMATION**

**On Spain**
Spanish tourism information: [http://www.spain.info/](http://www.spain.info/)

**On Madrid**