UNWTO Network of Observatories (INSTO)

Advancing the Measurement of Sustainable Tourism Development

Open Consultation Meeting

Madrid, Spain, 7 & 8 June 2016

Information Note

Place and dates of the meeting

The Open Consultation Meeting will take place at the UNWTO Headquarters

World Tourism Organization
Capitán Haya, 42
28020 Madrid (Spain)
Tel: +34 91 567 8100

Registration and contact information

Participants are requested to complete the prepared registration form and return it by Tuesday, 31 May 2016 to the following contact person:

Ms. Giedre Sadeikaite
UNWTO Network of Observatories (INSTO)
Sustainable Development of Tourism
Tel: +34 91 567 8100
Fax: +34 91 571 3733
insto@unwto.org

Please note that due to limited capacities, priority is given to the participants from Member States.

Frontier formalities

Participants of the meeting should take note of the conditions of entry into the territory of Spain and the Schengen area, which are as follows:

a) Nationals of the European Union or the Schengen Treaty countries do not require an entry visa for Spain.

b) Participants from other countries might require an entry visa for Spain.
Nationals of countries other than the European Union or the Schengen Treaty are requested to make their own arrangements when contacting Spanish diplomatic and consular missions in their countries in order to obtain entry visas for Spain.

The information on visas and the list of diplomatic and consular missions of Spain, and countries of their jurisdiction can be consulted on the Website of the Ministry of Foreign Affairs of Spain: www.maec.es.

Delegates in whose countries Spain has no diplomatic mission and taking into consideration that the Spanish authorities will not be able to issue entry visas upon arrival, are kindly requested to contact a diplomatic or consular mission of one of the Schengen Treaty countries in their country of origin in order to obtain a "Schengen" visa.

**Working language**

The working language of the meeting will be English

**Registration badges**

The registration desk will be at the Entrance Hall of UNWTO headquarters and will be open on Tuesday, 7 June from 8:30 a.m.

**Accommodation**

Participants are requested to make their own hotel reservation. Attached is a list of hotels compiled by UNWTO for easy reference. Unfortunately there are no special deals between these hotels and UNWTO. However the price indicated on the list is only indicative. We recommend that you make your reservations through your preferred online booking website or directly with the hotel as prices may vary. The hotels highlighted in darker blue are the ones which are located near UNWTO headquarters.

**To and from the airport**

To reach UNWTO or the city centre, 3 options are available:

a) A taxi with fixed rate EUR 30 to any location.

b) Bus "Aeropuerto Express" EUR 5 from any airport terminal to Plaza Cibeles, or Atocha Station (both a 10 minutes' walk away from the city centre)

c) Metro line 8 until stop "Nuevos Ministerios", and then Metro line 10 until "Cuzco" (to reach UNWTO)

The same 3 options are available vice versa.

**Public transport**

**Metro:** UNWTO is situated next to the metro stop "Cuzco" (Line 10 –dark blue, on the metro line diagram attached).
**Buses:** The area is also served by several buses (full details on http://www.emtmadrid.es/mapaweb/emt.html), for example number 5 and 27 (that reach the city center directly in around 30 minutes).

**Taxi:** Taxis to/from the city-centre cost around EUR 10