UNWTO Mayors Forum for Sustainable Urban Tourism
‘Cities for all: building cities for citizens and visitors’

5 April 2019, Lisbon, Portugal

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1. DATE AND VENUE

The Forum will take place at the Lisbon City Hall on 5 April 2019:

Paços do Concelho
Praça do Município
1149-014 - Lisbon

2. REGISTRATION

Participation in the Forum is free of charge and by invitation only, but registration is compulsory.

Delegates are kindly requested to confirm their participation by registering online at http://www2.unwto.org/registration-unwto-mayors-forum-urban-sustainable-tourism.

Delegates will be able to collect their identification badges at the registration desk at the venue. All participants are requested to wear their identification badges for the duration of the Forum, as well as at social events.

3. ENTRY FORMALITIES

Citizens of the European Union, Iceland, Liechtenstein, Norway and Switzerland need only an identity card to enter Portugal.
For visits of less than 90 days, a passport valid for at least three months after the end of their stay is necessary for visitors from Albania, Andorra, Antigua and Barbuda, Argentina, Australia, Bahamas, Barbados, Bosnia-Herzegovina, Brazil, Brunei, Canada, Chile, Costa Rica, Croatia, Guatemala, Holy See, Honduras, Israel, Japan, Macedonia, Malaysia, Mauritius, Mexico, Monaco, Montenegro, New Zealand, Nicaragua, Panama, Paraguay, Saint Kitts and Nevis, San Marino, Serbia, Seychelles, Singapore, Republic of Korea, United States of America, Uruguay, Venezuela and Special Administrative Regions of the People’s Republic of China in Hong Kong and Macao.

Citizens from countries not mentioned above need a visa to enter Portugal, which may be requested at the Portuguese Embassy or Consulate of their country for stays of up to 90 days. Under the terms of the Convention Implementing the Schengen Agreement, flights between Schengen states are considered to be internal flights and passengers do not need to obtain another visa.

Related links:

Portuguese consulates: [http://www.secomunidades.pt/web/guest/PostosConsulares](http://www.secomunidades.pt/web/guest/PostosConsulares)

4. WORKING LANGUAGE AND INTERPRETATION

The official language of the Forum will be English. Requests for additional interpretation booths will be evaluated on a case-by-case basis.

5. LOCAL TRANSPORTATION

The host will organize the reception of participants at the International Lisbon Airport and will facilitate free transfer of delegates upon arrival and departure between the airport and the official hotel (Pousada de Lisboa).

In order to facilitate the arrival/departure transfers, participants are requested to provide information on their flight schedules (arrival/departure) and accommodation through the online registration.

**NOTE:** Transfer from the official hotel (Pousada de Lisboa) to the venue of the Forum (Lisbon City Hall) will NOT be provided as the hotel is located at walking distance to the venue (max. 5’ minutes).
6. ACCOMMODATION

The official hotel of the event is **Pousada de Lisboa**. Located in the center of Lisbon, at the Praça do Comércio, Pousada de Lisboa sits in the most chic part of the city, making the hotel perfect for discovering this magnificent city. This Small Luxury Hotel in Lisbon has been completely restored, transforming it into a launching pad for a luxury urban experience. It only takes up to a 5-minute walk to get to the Lisbon City Hall.

Pousada de Lisboa - Small Luxury Hotel
Praça do Comércio, 31-34,
1100-148 Lisboa
Tel +351210407640
Reservations: guest@pousadas.pt
https://www.pousadas.pt/uk/hotel/pousada-lisboa

The host will provide accommodation for **Heads of Delegations** (Mayor/Vice-Mayor; Minister/Vice-Minister) for two nights in the **Pousada de Lisboa**. For this purpose and so as to allow the host to make the necessary reservations, Heads of Delegations are kindly requested to register online to benefit from this condition.

For other **members of the delegations**, a list of hotels near the venue (Lisbon City Hall) is provided below. Delegates are invited to contact hotels directly for reservations.

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Tel</th>
<th>Website</th>
<th>Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alma Lusa Baixa Chiado ****</td>
<td>Praça do Município 21</td>
<td>+351 21 269 7440</td>
<td><a href="http://www.almalusahotels.com">www.almalusahotels.com</a></td>
<td>2-minute walking</td>
</tr>
<tr>
<td>Turim Terreiro do Paço Hotel ****</td>
<td>Rua do Comércio, 9</td>
<td>+351 210492590</td>
<td><a href="https://www.turim-hotels.com/">https://www.turim-hotels.com/</a></td>
<td>5-minute walking</td>
</tr>
<tr>
<td>Vincci Baixa Hotel ****</td>
<td>Rua do Comércio 32-38</td>
<td>+351 218803190</td>
<td><a href="http://www.vinccibaixa.com">www.vinccibaixa.com</a></td>
<td>5-minute walking</td>
</tr>
</tbody>
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World Tourism Organization (UNWTO) - A Specialized Agency of the United Nations
Poeta Joan Maragall 42, 28020 Madrid, Spain. Tel: (34) 91 567 81 00 – info@unwto.org / unwto.org
7. PRACTICAL INFORMATION

Weather
April in Lisbon presents temperatures climb steadily as the summer season kicks off. The average temperature reaches up to around 19°C (that's about 66°F), and at night only dips as low as 11°C (about 52°F).

Official time
During winter time, i.e. from 1 a.m. on the last Sunday in October to 1 a.m. on the last Sunday in March, the official time in mainland Portugal and Madeira is the Universal Time Coordinated (UTC). The rest of the year (between 1 a.m. on the last Sunday in March and 1 a.m. on the last Sunday in October), summer time is in effect and the official time in mainland Portugal and Madeira is Universal Time Coordinated plus one hour.

Electricity
The electric current in Portugal is 230/400 volts at a frequency of 50 hertz and sockets comply with European standards. You will need a 230 volt transformer and an adaptor to use American-style flat-prong plugs.

Currency
Portugal is one of 19 European Union countries whose common official currency is the euro. 1 euro is divided into 100 cents.

ATMs - Automatic Teller Machines (Multibanco)
Portugal has a national network of cash machines (ATMs) identified by the symbol MB (Multibanco), from which you can withdraw cash 24 hours a day.

Currency Exchange
You can exchange money at banks, which are open from 8.30 a.m. to 3 p.m. five working days a week; at bureaux de change; and at automatic currency exchange machines (these are for currency sale transactions only).
Credit cards
In Portugal, the most commonly used credit cards are: Visa, American Express, Diners Club, Europay / MasterCard, JCB and Maestro.
If your Visa or MasterCard credit card is lost or stolen, contact the following telephone numbers for assistance:
- Visa: Tel. 800 811 107
- MasterCard: Tel. 800 811 272

8. BRIEF INFORMATION ABOUT LISBON

Lisbon is Portugal’s capital and the hub of a multifaceted area that appeals to different tastes and senses. Lisbon is a city that makes you want to go exploring, to discover whatever might appear in every neighbourhood, on every street. It’s a safe and friendly city, relatively small but with so much to see. It’s an ideal place to spend a few days or as a starting point for touring the country. It’s old. It’s modern. It is, without doubt, always surprising. Discover Lisbon, a city full of authenticity where old customs and ancient history intermix with cultural entertainment and hi-tech innovation.

Turismo de Lisboa Visitors & Convention Bureau
Rua do Arsenal, 21
1100-038 Lisboa
T: +351 210 312 700
F: +351 210 312 899
atl@visitlisboa.com
www.visitlisboa.com
www.visitportugal.com

9. CONTACT INFORMATION

<table>
<thead>
<tr>
<th>UNWTO Secretariat</th>
<th>Lisbon Secretariat</th>
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</thead>
<tbody>
<tr>
<td>[General enquiries]</td>
<td>[Logistical support]</td>
</tr>
<tr>
<td>Diana Oliveira, Project Specialist,</td>
<td>Catarina Sousa Pinto</td>
</tr>
<tr>
<td>Tourism Market Intelligence and</td>
<td>International Affairs Advisor</td>
</tr>
<tr>
<td>Competitiveness World Tourism Organization (UNWTO)</td>
<td>Turismo de Portugal</td>
</tr>
<tr>
<td>Tel.: +34-915-679-319</td>
<td>Tel.: +351917438809</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:doliveira@unwto.org">doliveira@unwto.org</a></td>
<td>Email <a href="mailto:Catarina.pinto@turismodeportugal.pt">Catarina.pinto@turismodeportugal.pt</a></td>
</tr>
<tr>
<td>Regional Department for Europe</td>
<td>Cristina Rocha</td>
</tr>
<tr>
<td>World Tourism Organization (UNWTO)</td>
<td>Head of Division of International Relations</td>
</tr>
<tr>
<td>Tel.: +34-915-678-100</td>
<td>Câmara Municipal de Lisboa</td>
</tr>
<tr>
<td>E-mail: <a href="mailto:rdeu@unwto.org">rdeu@unwto.org</a></td>
<td>Tel.: +351 21 322 73 66</td>
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<td></td>
<td>E-mail: <a href="mailto:cristina.alfaro@cm-lisboa.pt">cristina.alfaro@cm-lisboa.pt</a></td>
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</table>
2-5 March 2019, Berchtesgaden

São Pedro de Alcantara Belvedere

Praça do Comércio, Lisboa