

Information Note

CE/110/Note Inf. Rev.1
Madrid, 10 May 2019
Original: English

1. Place and dates of the session

In accordance with decision CE/DEC/19(CVIII) adopted at its 108th session held in San Sebastián, Spain, the Executive Council will hold its 110th session from 16 to 18 June 2019 in Baku, Azerbaijan, by invitation of the Government of the Republic of Azerbaijan.

On Monday, 17 June 2019, the official opening will take place at the Heydar Aliyev Center, followed by the working session of the Council at Baku Convention Center (located across the street).

2. Contact information

UNWTO	Host country
<p>Ms. Yolanda Sansegundo Conference Services Specialist Conference Services Tel.: +34 91 567 8188 E-mail: ysansegundo@unwto.org council@unwto.org</p>	<p>Ms. Jamila Talibzadeh Head, International Relations Department State Tourism Agency Tel.: +99451 229 60 10 Email: 110session@tourismboard.az</p>

3. Thematic discussion

A thematic discussion on the fifth programmatic priority set in the Management Vision (document CE/108/5(b) rev.1): "Protect our heritage: social, cultural and environmental sustainability" will be held in the afternoon of Monday, 17 June.

The guidelines for participation in the discussion will be available online soon.

4. Registration for the Council session

Registration for the Council session will be carried out online. Participants are kindly requested to complete the registration form by Friday, 31 May 2019. The form is available on the UNWTO website at <http://lmd.unwto.org/event/executive-council-110th-session>

5. Reception at the airport and transfers

The authorities of the host country will organize a reception service for participants at Baku Heydar Aliyev International Airport, located 20 kilometres northeast of Baku.

Participants will be provided with a free shuttle service upon arrival and departure between the airport and the main hotels¹. To avail of this service, arrival and departure information must be provided when completing the online registration form.

To enable the authorities to properly organize the welcome and shuttle services, **participants must complete and submit the online registration form** indicating their **arrival and departure flight information** and their **accommodation details, before 31 May 2019.**

6. Accommodation

The hotels listed below are offering special rates on a limited number of rooms until 25 May 2019, except at the JW Marriott Absheron hotel where the deadline for special rates is 15 May 2019.

Participants are kindly advised to make their bookings directly through the hyperlink provided in the table below in order to avail of the special rates. For those hotels with no direct booking links, the partner company Pasha Travel LLC will be in charge of reservations:

Agency in charge of hotel reservations for the Executive Council session
<p>Name: Pasha Travel LLC Telephone: +994.12.404.10.90 congress@pashatravel.az</p> <p>Contact persons: Natig Alimardanov +994.50.250.73.10 natig.alimardanov@pashatravel.az</p> <p>Irada Taghiyeva +994.50.225.65.48 irada.taghiyeva@pashatravel.az</p>

Please note that payment should be made before the booking deadline for the special rates and that rooms will not be guaranteed until the payment is complete. The payment will not be refundable after the above deadline.

¹The shuttle service will operate only to the hotels listed in this note.

Hotel	Dates	Room Type	Rate per night (USD) (including VAT and breakfast)	Booking contact	Distance from the venue (by bus)
JW Marriott Absheron 5*	15/06/2019 - 17/06/2019	City view Single	139 USD	Booking Link E-mail: Jw.baku.reservations@marriott.com	12 min.
		City view Double	156 USD		
		Sea view Single	180 USD		
		Sea view Double	198 USD		
	17/06/2019 - 19/06/2019	City view Single	175 USD		
		City view Double	193 USD		
		Sea view Single	217 USD		
		Sea view Double	235 USD		
Hilton Baku 5*	15/06/2019 - 18/06/2019	Hilton Single	155 USD	Booking Link E-mail: Sevinj.Aliyeva@Hilton.com	13 min.
		Hilton Double	180 USD		
Dinamo Hotel 5*	15/06/2019 - 18/06/2019	Atlas Single	120 USD	E-mail: congress@pashatravel.az , Irada.taghiyeva@pashatravel.az	12 min.
		Atlas Double	150 USD		
Holiday Inn 4*	15/06/2019 - 19/06/2019	STD Single	106 USD	E-mail: reservation@hi-baku.com farida.hasanova@hi-baku.com	11 min.
		STD Double	123 USD		
Park Inn Radisson 4*	15/06/2019 - 19/06/2019	STD Single	98 USD	Booking Link Promo code: PASHA E-mail: nuray.huseynzade@parkinn.com	13 min.
		STD Double	116 USD		
Deluxe City Hotel 4*	15/06/2019 - 18/06/2019	Single	65 USD	E-mail: congress@pashatravel.az Irada.taghiyeva@pashatravel.az	12 min.
		Double	75 USD		

7. Registration and badges

The main registration desk will be located at Baku Convention Center. It will be open on Sunday, 16 June from 9.00 to 18.00.

On Monday 17 June, the registration desk will be located at Heydar Aliyev Center from 8.00 to 10.00 and at the Baku Convention Center from 10.00 to 13.00.

Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

8. Submission of credentials and identification papers

With a view to ensuring a smooth verification process, the Member States of the Executive Council are kindly requested to submit their credentials electronically to the Secretariat no later than Friday, 7 June 2019, ten days before the opening of the session.

A scanned copy of the credentials should be sent to Ms. Shirin El Tayan, Protocol Officer, at seltayan@unwto.org. The originals must be submitted to the Secretary-General at least one day before the opening of the Council session.

Only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent will be regarded as valid credentials. Only formal letters or faxes bearing the signature of the competent authority are considered valid. (See model credentials letter in the Annex.)

Only duly accredited delegates shall be authorized to exercise the right to vote and to take the floor at the meetings of the Executive Council.

9. Status of participants

The Republic of Azerbaijan will make the necessary arrangements to facilitate the arrival, stay and departure of all the participants invited by the Organization. During their stay, the participants will enjoy the privileges and immunities conferred to delegates at events of the UNWTO in Azerbaijan, in accordance with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations.

10. Entry formalities

The Government of Azerbaijan will grant free visas to all delegates attending the 110th session of the Executive Council if the participants send a request together with their registration confirmation number and a scanned passport copy before 15 May 2019 to the following e-mail address: 110session@tourismboard.az.

For detailed information on visas and the list of diplomatic and consular missions of Azerbaijan with their respective countries of jurisdiction, as well as on countries whose nationals require a visa or are exempt from such requirement, visit the website of the Ministry of Foreign Affairs, at: <https://evisa.gov.az/en/countries>

For any enquiries about visas, please contact:

State Tourism Agency

Mr. Javid Abdullayev, International Relations Department, e-mail: 110session@tourismboard.az

UNWTO

Ms. Shirin El Tayan, Protocol Officer, e-mail: seltayan@unwto.org

11. Working languages

The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation of the Council discussions will be provided in these five languages.

12. Working documents

In light of the United Nations mandate to promote sustainability, UNWTO is strengthening its efforts towards environmental sustainability by implementing paperless events and conferences.

Delegates are kindly requested to take note that the working documents will not be distributed on paper at the venue of the event. Participants are encouraged to bring their own electronic devices and/or make use of the tablet which will be made available to each Delegation at the meeting.

All the documents will be posted at the following link: <http://imd.unwto.org/event/executive-council-110th-session>. Delegates will be notified by e-mail of the posting of the documents.

13. Internet access

An area equipped with several computers with free Internet connection will be reserved and made available to delegates.

14. List of participants

A provisional list of participants will be available in advance for consultation on the UNWTO website.

The final list of participants will be completed on the basis of the data entered in the registration forms and it will be posted on the UNWTO website shortly after the closure of the Council session.

15. Tourist information

Azerbaijan

<http://azerbaijan.travel/>

Baku

<http://salambaku.travel/>

Annex: Model credentials letter¹

Standard format letter

Official letter-headed paper²

Credentials

I, the undersigned, (name and full title of the competent authority³), hereby attest that the Government of (name of country) has authorized the following delegate to represent it at the 110th session of the Executive Council of the World Tourism Organization, to be held from 16 to 18 June 2019 in Baku, Azerbaijan:

Delegate: (name and full title)

[Alternate(s)⁴]: (name and full title)

Done at (name of city), on (date)

Name, full title and signature

¹ It should be pointed out that only formal letters or faxes bearing the signature of the competent authority are considered valid credentials. Further, credentials can be accepted only if written in any of the working languages of the General Assembly or if an appropriate translation is attached.

² Including official logo of the Ministry.

³ Please note that only credentials from Heads of State or Prime Ministers, Ministers of Foreign Affairs or Ministers responsible for tourism of the respective State or his/her equivalent are regarded as valid.

⁴ Rule 31 of the Rules of Procedure of the Executive Council stipulates: "The delegation of each Full Member of the Council shall consist of one delegate, who may be accompanied by one or more advisers entitled to act as alternates."