

## Information Note 2

CE/112/Note Inf. 2  
Madrid, 28 August 2020  
Original: English

### 1. Registration

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Registration for the Council session is being carried out online. Participants are kindly requested to complete the registration form by 1 September 2020. The form is available on the UNWTO website: [www.unwto.org/events/executive-council-112th-session](http://www.unwto.org/events/executive-council-112th-session)

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

The host country organizers will provide an accreditation desk at Biltmore Hotel Tbilisi on 15 and 16 September, between 08:00 and 18:00, where pre-accredited participants will get their badges upon presenting their picture ID.

To reduce traffic and avoid long waiting time for participants at the accreditation desk, delegations will receive the accreditation badges through respective DLOs.

### 2. Protocol treatment

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The host country provides protocol treatment to the delegations headed by UNWTO Secretary-General, Minister/Deputy Minister and/or equal at the national level, Secretary-General / Deputy Secretary-General / Director-General or other high representatives of International Organizations. In the present note, the term “delegation” will be used to refer to such visitors.

If a country is represented by a person of a level other than that mentioned above, the organizers will ensure that it receives the necessary treatment and ground transportation when needed. In the present note, the term “participant” will be used to refer to these visitors.

A Delegation Liaison Officer (DLO) will be assigned to the head of the delegation if it is headed by a Minister /Deputy Minister and/or equal at the national level, Secretary-General / Deputy Secretary-General / Director-General. The DLO’s name and contact information will be communicated as soon as the participation of the delegation is confirmed.

### 3. Entry formalities

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Georgia has a visa-free regime with many countries worldwide. Delegations/participants can find the relevant list on the website of the Ministry of Foreign Affairs of Georgia. In addition, the Georgian Government has approved a list of countries whose visa and/or residence permit holders may enter Georgia without a visa for the appropriate period and with the applicable conditions: <https://www.geoconsul.gov.ge/HtmlPage/Html/View?id=956&lang=Eng>

Please consult with us if your country is not included in this list. For those participants whose countries are not in this list, the Host Country will introduce special simplified/expedite procedures that will allow to travel to Georgia. These procedures will be published in timely manner.

#### **4. Reception at the airport and transfers**

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The Ministry of Economy and Sustainable Development of Georgia will provide a governmental VIP lounge for all delegations travelling to Georgia for the purpose of participating in the 112th session of the Executive Council. The Governmental VIP lounge will be provided both for group and individual arrivals/departures.

To ensure the proper welcome/farewell and transfer arrangements, it is expected that all participants provide their exact arrival and departure details with the dates and flight numbers as well as the accommodation details by 1 September 2020.

The following arrangements are foreseen at Tbilisi International Airport:

##### ***Delegations***

DLOs will welcome the Heads of Delegation at the exit of the aircraft and escort them to the VIP Lounge (along with the delegation members), where the official receiver from the Georgian side and the Ambassador / Head of Mission of the Guest Country / Organization will receive them.

##### ***Participants***

Airport officials will receive the participants at the exit of the aircraft and escort them to the VIP Lounge.

Light refreshments will be served at the lounge.

The motorcade will be set up at the exit of the VIP lounge.

#### **Passport control and luggage**

##### ***Delegations***

To expedite passport control and luggage delivery procedures, the delegations are suggested to have all passports (both for charter and commercial flights) as well as all luggage tags (for commercial flights only) collected together and delivered them to the assigned DLO.

For charter flights: to facilitate the luggage delivery procedure, it is expected that all checked luggage should display luggage tags indicating the name of the owner and the name of the hotel in Tbilisi.

It is at the delegations' discretion whether they wait for the passport control procedures and the luggage delivery at the VIP lounge or depart immediately. If they wish to depart immediately, Embassy/Mission staff will have to remain at the airport to wait for the procedures and collect the passports and the luggage.

The Embassy/Mission shall provide a luggage van when applicable. The organizers may provide a luggage van in some exceptional cases.

The same procedures are applied to the departure process in the reverse order.

##### ***Participants***

To expedite passport control and luggage delivery procedures, participants shall hand over their passports and luggage tags to the airport officials upon arrival. Airport officials will then carry out the necessary procedures and return to the participant shortly.

#### **5. Transportation plan**

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The host country organizers will ensure that all delegations and participants get the proper transfers from/to the airport and all events foreseen by the programme during 14-18 September 2020.

In addition to the above, ONE official personal limousine with a driver will be assigned to each Head of Delegation when following a separate individual programme if applicable. The respective DLO will be a focal point for these arrangements. In the official personal limousine, the front seat (next to the driver) is reserved for the DLO. The limousine will be equipped with the Vehicle Accreditation.

## GENERAL TRANSPORTATION PLAN

### 14 September 2020

**Transfer: Tbilisi International Airport => Council Partner Hotel**

Group arrivals: Shuttle buses / minivans

Individual arrivals: Shuttle buses / minivans / Individual transportation

### 15 September 2020

**Council Partner Hotel => Old Tbilisi City Tour => Council Partner Hotel**

Shuttle buses

**Council Partner Hotel => Welcome Reception => Council Partner Hotel**

Shuttle buses

### 16 September 2020

**Council Partner Hotel => The Biltmore Hotel => Council Partner Hotel**

Walking, given the short distance between the hotels.

In case of rain: Shuttle buses

**The Biltmore Hotel => MoMA => The Biltmore Hotel**

Walking. Umbrellas will be provided in case of rain

**Council Partner Hotel => Gala Dinner => Council Partner Hotel**

Shuttle buses

### 17 September 2020

**Council Partner Hotel => The Biltmore Hotel => Council Partner Hotel**

Walking, given the short distance between the hotels.

In case of rain: Shuttle buses

**Council Partner Hotel => Lunch & Farmers' Market**

Walking, given the short distance between the hotels.

In case of rain: Shuttle buses

**Lunch & Farmers' Market => Radisson Collection Tsinandali**

Shuttle buses

### 18 September 2020

**Radisson Collection Tsinandali => LUNCH => Radisson Collection Tsinandali**

Shuttle buses

### 19 September 2020

**Transfer: Council Partner Hotel => Tbilisi International Airport**

Group departures: Shuttle buses / minivans

Individual departures: Shuttle buses / minivans / Individual transportation

Delegations / participants are kindly advised to follow this general transportation plan. Due to stringent traffic and security measures, access to the programme venues will strictly be limited to the official vehicles.

**LUGGAGE LOGISTICS FOR TBILISI => TSINANDALI JOURNEY:**

For general luggage logistics on arrival and departure, please see the section on "Passport Control and luggage".

On 17 September, delegations / participants who travel to Tsinandali, upon checking out from the hotel between 12:00-13:00, shall look for luggage control officers at the lobby of each Council Partner Hotel.

Luggage control officers will:

- collect the luggage of the delegations / participants;
- attach a personal luggage tag;
- transport the luggage to Radisson Collection Tsinandali Hotel;
- Distribute the luggage to the hotel rooms.

Luggage Control Officers will not be authorized to supervise carry-on luggage. The owners shall take care of this type of luggage.

## 6. Accommodation

The Host Country organizers made these following **hotels** available at special governmental rates for a limited time. Reservations shall be made directly with the hotel using the *UNWTO* code through the links or e-mails provided in this table.

Hotel	Room Type	Rate per night (USD) (including VAT and breakfast)	Booking contact	Distance from the venue
Biltmore Hotel Tbilisi 5* Address: 29 Shota Rustaveli Avenue, 0108 Tbilisi, Georgia Website: <a href="https://www.millenniumhotels.com/en/tbilisi/the-biltmore-hotel-tbilisi/">https://www.millenniumhotels.com/en/tbilisi/the-biltmore-hotel-tbilisi/</a>	Standard	142	Ketevan Rekhviashvili  <a href="mailto:Ketevan.rekhviashvili@biltmorecollection.com">Ketevan.rekhviashvili@biltmorecollection.com</a> +995 579 010 701 Booking: see <a href="#">link</a> (Promo code: UNWTO) Special rates apply until 5 September	Venue
	Double	165		
Hotel StambaTbilisi Address: 14 Merab Kostava Street, 0108 Tbilisi, Georgia Website: <a href="http://www.stambahotel.com">www.stambahotel.com</a>	Standard	160	Mariam Sekhniashvili  <a href="mailto:mariam.sekhniashvili@adjaragroup.com">mariam.sekhniashvili@adjaragroup.com</a> +995 577 400 706 Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 7 September	700m
	Double	183		
Hotel Tbilisi Marriott Address: 13 Rustaveli Avenue, 0108, Tbilisi, Georgia Website: <a href="https://www.marriott.com/hotels/travel/tbsmc-tbilisi-marriott-hotel/">https://www.marriott.com/hotels/travel/tbsmc-tbilisi-marriott-hotel/</a>	Standard	142	Ana Chechelashvili  <a href="mailto:Ana.Chechelashvili@marriotthotels.com">Ana.Chechelashvili@marriotthotels.com</a> +995 577 400 706 Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 13 September	450m
	Double	160		
Hotel Sheraton Grand Metechi Palace Address: 20 Telavi street, 0103, Tbilisi, Georgia Website: <a href="https://www.marriott.com/hotels/travel/tbssi-sheraton-grand-tbilisi-metechi-palace/">https://www.marriott.com/hotels/travel/tbssi-sheraton-grand-tbilisi-metechi-palace/</a>	Standard	130	Givi Bitsadze  <a href="mailto:givi.bitsadze@sheraton.com">givi.bitsadze@sheraton.com</a> +995 577062020 Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 13 September	4900m
	Double	153		

Rooms Hotel Tbilisi 4* Address: 14 Merab Kostava Street, 0108 Tbilisi, Georgia Website: <a href="https://roomshotels.com/tbilisi/">https://roomshotels.com/tbilisi/</a>	Standard	130-160	Mariam Sekhniashvili  <a href="mailto:mariam.sekhniashvili@adjaragroup.com">mariam.sekhniashvili@adjaragroup.com</a> +995 577 400 706 Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 7 September	800m
	Double	148-177		

Hotel	Room Type	Rate per night (USD) (including VAT and breakfast)	Booking contact	Distance from the venue
Biltmore Hotel Tbilisi 5* Address: 29 Shota Rustaveli Avenue, 0108 Tbilisi, Georgia Website: <a href="https://www.millenniumhotels.com/en/tbilisi/the-biltmore-hotel-tbilisi/">https://www.millenniumhotels.com/en/tbilisi/the-biltmore-hotel-tbilisi/</a>	Standard	142	Ketevan Rekhviashvili  <a href="mailto:Ketevan.rekhviashvili@biltmorecollection.com">Ketevan.rekhviashvili@biltmorecollection.com</a> +995 579 010 701  Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 5 September	Venue
	Double	165		
Hotel StambaTbilisi Address: 14 Merab Kostava Street, 0108 Tbilisi, Georgia Website: <a href="http://www.stambahotel.com">www.stambahotel.com</a>	Standard	160	Mariam Sekhniashvili  <a href="mailto:mariam.sekhniashvili@adjaragroup.com">mariam.sekhniashvili@adjaragroup.com</a> +995 577 400 706  Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 7 September	700m
	Double	183		
Hotel Tbilisi Marriott Address: 13 Rustaveli Avenue, 0108, Tbilisi, Georgia Website: <a href="https://www.marriott.com/hotels/travel/tbsmc-tbilisi-marriott-hotel/">https://www.marriott.com/hotels/travel/tbsmc-tbilisi-marriott-hotel/</a>	Standard	142	Ana Chechelashvili <a href="mailto:Ana.Chechelashvili@marriotthotels.com">Ana.Chechelashvili@marriotthotels.com</a> +995 577 400 706  Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 13 September	450m
	Double	160		
Hotel Sheraton Grand Metechi Palace Adress: 20 Telavi street, 0103, Tbilisi, Georgia Website: <a href="https://www.marriott.com/hotels/travel/tbssi-sheraton-grand-tbilisi-metechi-palace/">https://www.marriott.com/hotels/travel/tbssi-sheraton-grand-tbilisi-metechi-palace/</a>	Standard	130	Givi Bitsadze  <a href="mailto:givi.bitsadze@sheraton.com">givi.bitsadze@sheraton.com</a> +995 577062020  Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply unitil 13 September	4900m
	Double	153		
Rooms Hotel Tbilisi 4* Address: 14 Merab Kostava Street, 0108 Tbilisi, Georgia Website: <a href="https://roomshotels.com/tbilisi/">https://roomshotels.com/tbilisi/</a>	Standard	130-160	Mariam Sekhniashvili  <a href="mailto:mariam.sekhniashvili@adjaragroup.com">mariam.sekhniashvili@adjaragroup.com</a> +995 577 400 706  Booking: see <a href="#">link</a> (Promo code: UNWTO)  Special rates apply until 7 September	800m
	Double	148-177		

**For the technical visit on 17-19 September (Kakheti region)**

<u>Radisson Collection Tsinandali 5*</u>  Address:  Tsinandali, Kakheti region 2217  Website:  <a href="http://www.radissonhotels.com/en-us/hotels/radisson-collection-tsinandali-georgia">http://www.radissonhotels.com/en-us/hotels/radisson-collection-tsinandali-georgia</a>	Standard	280  (including Music Festival Ticket)	Lika Siradze  Lika.siradze@radissoncollection.com  +995 551 55 22 00  Booking: see <a href="#">link</a>	Venue
	Double	340  (including Music Festival Ticket)	Special rates apply until  31 August	

**7. Dress code**

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As the meeting programme features different types of events, different dress codes are foreseen as follows.

**Business formal** is a suggested attire for these official events:

- Group photo
- Opening
- Executive Council sessions
- Lunch at the Museum of Modern Art (MoMA)
- Investments discussion

**Semiformal:** dark business suit and tie for gentlemen and cocktail dress/or long evening dress / or equivalent for ladies is a suggested attire for these official functions:

- Welcome Reception
- Gala Dinner

**Business casual** is a suggested attire for these cultural events:

- Old Tbilisi City Tour and lunch
- Lunch & Farmers' market
- Music festival events, lunch and dinner in Tsinandali, Kakheti

**8. Vehicle accreditation**

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During the UNWTO Executive Council meeting days, the parking area adjacent to the Biltmore Hotel, as well as the other venues, will be reserved for the meeting participants. Only accredited vehicles will be admitted to these areas.

The organizers will ensure that all vehicles provided by the Host Country are equipped with this accreditation.

There is a limited number of additional vehicle accreditations that the organizers can issue to the Embassies / Missions – ONE per Embassy/Mission. The vehicle accreditation request shall be made through a Vehicle Accreditation Form (attached).

## **9. Bilateral meetings**

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The Host Country will provide bilateral meeting rooms at the Biltmore Hotel Tbilisi for the period of 15-17 September. Due to the limited number of rooms, reservations will be made on a first come, first served basis. Please note that the requests for reserving the bilateral rooms shall go through the UNWTO Secretariat.

## **10. Security**

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Georgia, as the Host Country, will ensure that appropriate security is provided during the whole event, motorcade movements around the city, at the hotels, and in the areas where activities are held. The security measures will be carried out jointly by the Police and Special State Protection Service (SSPS) of Georgia.

Delegations who plan to travel with their own armed security agents shall inform the DLO well in advance and convey a note verbal to the Ministry of Foreign Affairs communicating weapon and radio equipment details.

For that purpose, the delegations are required to fill out the Weapon Form attached to this Information Note.

Access to the programme events will strictly be limited to delegations / participants who present the Executive Council session accreditation badge.

## **11. Communications**

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Delegations who plan to bring special communication equipment that uses radio frequencies shall inform the DLO well in advance and convey a note verbale to the Ministry of Foreign Affairs communicating the radio equipment details.

For that purpose, the delegations are required to fill out the Communication Equipment Form attached to this Information Note.

Please take into consideration that the procedures on obtaining working frequencies take at least 7 working days. Not complying with this requirement or complying later than the deadline mentioned, may result in denial of this request.

## **12. Medical service**

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Georgia as the host country, will provide medical supervision during the whole event. A special on-duty medical crew will be available onsite between 14-17 September 2020.

Heads of Delegation are urged to fill out the attached Medical Information Form should they have special medical or food requirements.

## **13. Other useful information**

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### **TBILISI**

Average Temperatures in September: **17° C – 26° C**

Elevation: **450 metres**

Population: **1,500,000**

### **TSINANDALI**

Average Temperatures in September: **13° C – 23° C**

Elevation: **569 metres**

Population: **3,264**

**WEAPON FORM****MINISTRY OF ECONOMY AND SUSTAINABLE DEVELOPMENT OF GEORGIA  
UNWTO 112 EXECUTIVE COUNCIL MEETING**

<b>Country</b>		
<b>Security guard</b>		
Name:		
Passport number:	Position:	
Date and place of birth:		
<b>Weapon</b>		
Type:	Sort:	Model:
Serial number:	Calibre:	Number of cartridges:
<b>Elements of protection and detection</b>		
Description:	Sort:	
Serial number:	Quantity:	
<b>Arrival</b>		
Date: // 2020	Time:	Flight number:
<b>Departure</b>		
Date: // 2020	Time:	Flight number:

This form must be filled in and returned to the DLO



**COMMUNICATION EQUIPMENT FORM**

**MINISTRY OF ECONOMY AND SUSTAINABLE DEVELOPMENT OF GEORGIA  
UNWTO 112 EXECUTIVE COUNCIL MEETING**

<b>Country</b>	
<b>Communication equipment</b>	
Type:	
Model:	
Quantity:	
Amplitude of the band channel:	
Required frequencies:	
<b>Location and period of utilization</b>	
Location:	From // 2020 to // 2020
Location:	From // 2020 to // 2020
Location:	From // 2020 to // 2020

This form must be filled in and returned to the DLO

**VEHICLE ACCREDITATION FORM**

**MINISTRY OF ECONOMY AND SUSTAINABLE DEVELOPMENT OF GEORGIA  
UNWTO 112 EXECUTIVE COUNCIL MEETING**

Country or International Organisation:		
Vehicle identification:		
Embassy, Consular office or International Organisation:		
Type:	Make:	Chassis and engine number:
Requested access to:		
International airport: <input type="checkbox"/> Hotel: <input type="checkbox"/>		
Driver		
Name:		
Number of Driver's License:		
Number of Identity Document:		

This form must be filled in and returned to the DLO

**MEDICAL INFORMATION FORM**

**MINISTRY OF ECONOMY AND SUSTAINABLE DEVELOPMENT OF GEORGIA  
UNWTO 112 EXECUTIVE COUNCIL MEETING**

Country
Full name:
Position:
Blood group:
Travelling with doctor yes: <input type="checkbox"/> no: <input type="checkbox"/>
Special requirements:
Food restrictions:
Continuously used medicines
Health condition in general:
Allergy on medicines:

This form must be filled in and returned to the DLO

**Explanation of the terms and abbreviations used in this document:**

**Delegations** – delegations headed by UNWTO Secretary General, Minister/Deputy Minister and/or equal national level, Secretary General/Deputy Secretary General/Director General or other high representatives level of International Organisations.

**Head of Delegation** – UNWTO Secretary General, Minister/Deputy Minister and/or equal national level, Secretary General/Deputy Secretary General/Director General

**Council Partner Hotels** – Executive Council meeting official partner hotels provided by the Host Country

**DLO** – Delegation Liaison Officer, who acts as a focal point between the delegation and the Host.