

42nd UNWTO Affiliate Members Plenary Session

PS42/Information Note rev.1
Madrid, 16 October 2020

Information Note

1. Place and dates of the meetings

In accordance with the recommendation issued by the Board of Affiliate Members on the occasion of its 50th Meeting, celebrated on 24th of January 2020, in Madrid, and with decision of the Secretary General adopted on 5th February 2020, the Plenary Session of the UNWTO Affiliate Members will hold its forty-second edition in Madrid, Spain, with the generous support of Madrid City Council.

The venue: the meetings of the Plenary Session will take place on **5 and 6 November 2020**, at the recently-open **Four Seasons Hotel Madrid**, at the heart of Madrid and at a walking distance of the most emblematic tourist attractions (Calle de Sevilla, 3, 28014).

Sanitary measures. All activities will be organized in compliance with current sanitary regulations and recommendations, adjusting meeting formats and capacities, in order to reduce any risk of infection.

Throughout the venue, participants must come equipped with a mask and use it correctly at all times, covering the mouth, nose and chin and respecting the rules established by the organization to ensure people's health, including temperature control, as well as the indicative signs of entrances and exits and safety distances.

The Four Seasons Hotel complies with all the COVID19 recommendations of the national and local authorities and is implementing a personalized plan to ensure the health and safety of its clients.



Four Seasons Hotel Madrid, venue of the event, Calle de Sevilla, 3, 28014

2. Contact information

UNWTO Affiliate Members Department	
Ms. Adina Tanislav Senior Administrative Services Specialist atanislav@unwto.org	Ms. Roxana Ashtari Project Specialist rashtari@unwto.org
Tel: +34 91 567 82 35 am@unwto.org	

3. Registration and badges

Registration for the Plenary Session is being carried out online, both for in-person and virtual participation.

Participants are kindly requested to complete the registration form **by 2 November**.

The registration form is available on the UNWTO website:

<https://www.unwto.org/events/42-plenary-session-of-affiliate-members>

After the completion of your registration, a confirmation e-mail will be sent to you. If you do not receive the confirmation email within two days of your submission, please contact am@unwto.org.

Badges. Participants can collect their identification badges at the registration desk, at the Four Seasons Hotel Madrid, at follows:

- ❖ Thursday, 5 November: 15:00 – 19:00
- ❖ Friday, 6 November: 9:00 – 11:00

4. Official website

Latest information on the 42nd UNWTO Affiliate Members Plenary Session is available on the official website:

<https://www.unwto.org/events/42-plenary-session-of-affiliate-members>

Participants can access all relevant information including online registration and detailed information on the speakers, social events, tours programme and Madrid.

5. Working languages

The sessions will be held in English and Spanish with simultaneous translation available in both languages.

6. Visa requirements

World Tourism Organization (UNWTO) - A Specialized Agency of the United Nations

Participants are kindly requested to make the necessary arrangements to obtain their visas beforehand.

Visas will be required for participants from countries whose nationals require a visa to enter Spanish territory. For a detailed list of visa requirements, delegates are requested to visit the following web page:

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx>

For more information on visas and the list of diplomatic and consular missions of Spain 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 and Cooperation, at:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Documents/listapaisesvisado.pdf>

<http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/Paginas/EmbajadasConsulados.aspx>

Participants may use their official invitation for visa purposes if needed. Should any further assistance be needed, participants can contact Mr. Dmitriy ILIN: dilin@unwto.org

7. COVID19 safety travel measures in Spain

Participants are kindly requested to verify their home country recommendations and restrictions (if any) to travel to Spain.

COVID19-related Information for tourists planning on travelling to Spain can be assessed at:

<https://www.spain.info/en/discover-spain/practical-information-tourists-covid-19-travel-spain/>

8. Accommodation

Each participant is responsible for arranging their own accommodation.

Recommended hotels. The hotels listed below are recommended for convenience and for offering a number of rooms at special prices for participants in the Plenary Session.

Four Seasons Hotel Madrid	Calle de Sevilla, 3, 28014 Madrid Reservations: reservations.madrid@fourseasons.com +34 910 880 188 / + 34 910 883 333
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Four Seasons Hotel Madrid, a masterpiece of the Spanish heritage and the venue of the event, features 200 rooms, including 39 suites, three restaurants, as well as a spacious rooftop, innovative spa and wonderful spaces for meetings and events, and a high-end shopping gallery.

Special conditions offered:

- Free internet in the accommodation rooms
- Free internet in the meeting spaces
- Free access to the fitness zone following the existing rules at the hotel
- Free access to spa and pool following the existing rules at the hotel

Note: It is required to send along a registration confirmation for the event to benefit from the agreed special rates (starting at 295 euro per room per night and subject to 10% VAT). Breakfast service is not included, but available through the hotel's room service.

Other recommended hotels / "UNWTO Affiliate Member Passport"

The Westin Palace	Plaza de las Cortes, 7 · Near the Thyssen-Bornemisza Museum +34 913 60 80 00
Hotel Wellington	Calle de Velázquez, 6 +34 915 75 44 00
Hospes Puerta de Alcalá	Plaza de la Independencia, 3 +34 914 32 29 11

Participants can benefit at the three above-mentioned hotels, from the "UNWTO Affiliate Member Passport", which offers the special conditions below:

- 15% discount on hotel bookings
- Flexible cancellation policy
- Early check-in (from 10:00 am) and late check-out (until 4:00 pm)
- Free Wi-Fi
- Welcome gift

Note: to make a discounted reservation at The Westin Palace, the code L6C can be used following the below instructions:

- ✓ Access <https://www.marriott.com/hotels/travel/madwi-the-westin-palace-madrid/>
- ✓ Enter the code L6C
- ✓ Reservation department of The Westin Palace is also available through email or phone to process reservations using the discount code.

9. Practical information

❖ Local currency and exchange rates.

- ✓ The official currency of Spain is the euro (EUR).
- ✓ The exchange rate applicable in October-November 2020 is approximately 1.17 USD to 1 EUR. Banks are open Monday to Friday from 8:30 to 14:00.
- ✓ Throughout Madrid there are currency exchange offices, which are clearly marked. There is also a currency exchange service in hotels.
- ✓ Numerous ATMs are available in the city and shops accept major credit cards.

- ❖ **Weather:** In November, the average temperature in Madrid can normally range from 6°C (at night) to 13°C (at day).
- ❖ **Phone code:** +34
- ❖ **Local time** in Madrid: UTC/GMT +1 hour
- ❖ **Electricity:** Electric power in Madrid is 220 volts, 50 hertz alternating current. Outlets take plugs with two round pins. In any case, most hotels have adaptors for different plug types. Please make sure that the electrical devices you will be using (computers, mobile phone chargers, electric shavers...) are suitable for this voltage, otherwise, transformers or batteries are advisable.
- ❖ **Vaccination** requirements: No vaccinations are required to enter Spain.
- ❖ **Local transport rates:** Taxi rides to and from the airport cost between 20 and 30 euros. Fares for local buses are between €1.50 and €2 for a single ride and 10-ride tickets can be purchased for €12.20.

10. Tourist information

- Tourism information on Spain: <https://www.spain.info>
- Tourism in the city of Madrid: <https://www.esmadrid.com>
- Tourism in the Community of Madrid: <https://www.turismomadrid.es>