

## UNWTO Commission for the Middle East

Forty-seventh meeting  
Riyadh, Saudi Arabia, 26-27 May 2021

### Information Note

**Opening Ceremony of The  
UNWTO Regional Office for The Middle East,  
47th Meeting of the UNWTO Commission for the Middle East and  
And  
Tourism Recovery Summit**

Riyadh, Kingdom of Saudi Arabia, 26-27 May 2021

#### GENERAL INFORMATION NOTE

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## I. Venue and Date

1. At the invitation of the Ministry of Tourism of Saudi Arabia, **the Opening of the Regional Office for the Middle East** and the **Forty-Seventh meeting of the Commission for the Middle East** in conjunction with **the Tourism Recovery Summit** will be held in Riyadh, Saudi Arabia, on 26-27 May 2021.
2. The meetings will be held at: UNWTO Regional Office, **Riyadh**

**3799 B Street  
Diplomatic Quarter, Riyadh 12511  
Saudi Arabia**

## II. Online Registration

3. Participants at the **47<sup>th</sup> UNWTO Commission for the Middle East Meeting** and the **Tourism Recovery Summit** are kindly requested to complete the online registration, by **12 May 2021** at the latest, at the following link: <https://www.unwto.org/form/47th-unwto-regional-commission-f>

## II. Submission of Credentials and Identification Papers

4. With a view to ensuring a smooth verification process, the Members of the Regional Commission are kindly requested to submit their credentials electronically to the Secretariat no later than **12 May 2021**.
5. The originals must be submitted to the Secretary-General at least one day before the opening of the Regional Commission meeting.
6. 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.)
7. Only duly accredited delegates shall be authorized to exercise the right to vote and to take the floor at the meetings of the Regional Commission.

## III. Status of Participation and Reception

8. The Government of Saudi Arabia will take the necessary measures to facilitate the arrival, stay and departure of the participants invited by the Organization. Throughout their stay, participants invited by the Organization will benefit from the privileges and immunities provided for in the Agreement concluded between the Organization and the Saudi Ministry of Tourism.
9. The Saudi Authorities will organize the reception of participants at **Riyadh-King Khaled International Airport** and will facilitate the free transfer of delegates on arrival and on departure between the airport, the selected hotels and the venue of the meetings.

## IV. Travel Protocols

10. A set of comprehensive measures and a strict health protocol will be applied to ensure the safety of delegates in compliance with international standards and World Health Organization's recommendations on public health emergencies.

11. The host will distribute an Advice for Meeting Participants' package before the meeting.

## V. Accommodation and Transportation

12. The Ministry of Tourism of Saudi Arabia will cover the cost of the accommodation for all the participants (head of delegation + two) at the Ritz Carlton Hotel. Delegates are invited to confirm their participation in person in order to make the required reservations.

## VI. Entry Formalities – Passports and Visa

13. Delegates are requested to confirm their participants in person and provide the Ministry of Tourism in KSA ([hammadf@mt.gov.sa](mailto:hammadf@mt.gov.sa)) with a copy of passports and a full name and positions in order to issue the entry visas. And then going to diplomatic or consular missions of Saudi Arabia in their countries in order to receive an entry visa to the Kingdom of Saudi Arabia.

14. Delegates in whose countries Saudi Arabia has no diplomatic mission are requested to contact the Ministry of Tourism ([hammadf@mt.gov.sa](mailto:hammadf@mt.gov.sa)) and the UNWTO Regional Department for the Middle East ([rdme@unwto.org](mailto:rdme@unwto.org)) sufficiently in advance, by 12 May at the latest, indicating all the necessary information below, in order to enable the authorities of Saudi Arabia to take the necessary measures in this respect:

- Name and surname
- Nationality
- Place and date of birth
- Number and type of passport
- Validity of passport (no less than 6 months)
- Travel information (date, time and flight number)

Coordinator from the World Tourism Organization	Coordinator from the Ministry of Tourism of the Kingdom of Saudi Arabia
<p><b>Ms. Basmah Al Mayman</b> Regional Director for the Middle East Department World Tourism Organization</p> <p>Poeta Joan Maragall, 42 28020- MADRID - Spain</p> <p>Tel: + (34-91) 567 8100 Fax: + (34-91) 571 3733 E-mail: <a href="mailto:rdme@unwto.org">rdme@unwto.org</a></p>	<p><b>Mr. Firas Al-Hammad</b> Head of International Organizations Ministry of Tourism</p> <p>7744 Amr Aldamri St, Al Safarat, Riyadh 12512</p> <p>Mobile Num: +966531318889 E-mail: <a href="mailto:hammadf@mt.gov.sa">hammadf@mt.gov.sa</a></p>

## VII. Registration and Badges

15. A registration desk will be open at the Ritz Carlton Hotel and at the venue of the meeting on 25, 26 and 27 May 2021, from 9 a.m. to 1 p.m. and from 3 to 5 p.m. Badges will be issued at the time of registration. Participants are requested to wear their identification badges in the area reserved for the meetings, as well as at all social events.



## VIII. Working Languages

16. The working languages of the meetings are Arabic and English. A simultaneous interpretation service will be provided.

## IX. Social Programme

17. The tentative Social Programme is attached as Annex II

## X. Practical Information

### 18. Local Currency and exchange rates

The local currency is the Saudi Riyal. The applicable exchange rate in March 2021 is approximately 4,54 Saudi Riyal for 1 Euro and 3.75 for 1 USD.

### 20. Weather

Riyadh enjoys sunny days in May. The average maximum temperature is 32°C and the average low is 18°C.

### 21. Official language

The official language of the Kingdom of Saudi Arabia is Arabic. English is also widely spoken especially in hotels and banks.

### 22. Riyadh Time Zone

The official time in Saudi Arabia is GMT + 3 hours.

### 23. Electricity

The electrical sockets (outlets) in Saudi Arabia usually supply electricity at (127/220).volts AC.

**Important note:** In compliance with the United Nations system's environmental protection policy, the working documents **will not be distributed on paper** at the venue of the event. Therefore, **delegates are requested to bring with them copies of the documents sent to them by email before the meetings.**



**Annex I**  
**List of Hotels**

HOTEL	Location & Contact	Room Type & Rate
Marriott Riyadh Diplomatic Quarter 5 stars	6781 Abdullah Alsahmi St, Al Safarat, Riyadh 12511, Phone Number: 011 835 3000	Deluxe Room: 1050 SAR per night
Courtyard by Marriott 4 stars	Al-Hada District Abdullah Bin Huzafah, Al-Sahmi Street, Riyadh 64819 Phone Number: 011 281 7300	Guest Room: 538 SAR per night
Braira Olaya 4 stars	Olaya St, Al Olaya, Riyadh 11564 Phone Number: 920000555	Superior Double Room: 464 SAR per night Premium Double Room: 584 SAR per night
Hilton Garden Inn 3 stars	Olaya St, Al Olaya, Riyadh 11454 Phone Number: 9200 10247  —	Twin Room: 318 SAR per night King Room: 318 SAR per night

\*Accommodation B.B, including service and taxes

## Annex II

### **Social programme**

**OPENING CEREMONY OF THE  
UNWTO REGIONAL OFFICE FOR THE MIDDLE EAST,  
47TH REGIONAL COMMISSION FOR THE MIDDLE EAST AND  
TOURISM RECOVERY SUMMIT**

**Riyadh, Saudi Arabia, 26- 27 May 2021**

#### **Wednesday, 26 May 2021**

10:00 – 13 :00	Tourism Recovery Summit (Venue: Ritz Carlton Hotel)
13:00 – 14 :00	Lunch (Venue: Aubergine Restaurant, Ritz Carlton Hotel)
14:00 – 16 :30	Tourism Recovery Summit
19 :00 – 19:45	Opening of the UNWTO Regional Office for the Middle East
20 :30 – 22 :30	Gala dinner (Venue: Qasr Al Hokm)

#### **Thursday, 27 May 2021**

10 :00 – 13 :00	47 <sup>th</sup> meeting of the UNWTO Regional Commission for the Middle East (Venue: UNWTO Regional Office)
10 :00 – 12 :30	Optional tours
13 :30 – 15 :00	Lunch
15 :00 – 18 :00	Optional tours
20 :00 – 22 :00	Farewell dinner



## Annex III: Model credentials letter<sup>1</sup>

### Standard format letter

*Official letter-headed paper<sup>2</sup>*

### Credentials

I, the undersigned, (name and full title of the competent authority<sup>3</sup>), hereby attest that the Government of (name of country) has authorized the following delegate to represent it at the 47th Meeting of the UNWTO Commission for the Middle East, to be held from 26-27 May 2021 in Riyadh, The Kingdom of Saudi Arabia:

Delegate: (name and full title)

[Alternate(s)<sup>4</sup>]: (name and full title)

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

Name, full title and signature

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<sup>1</sup> 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.

<sup>2</sup> Including official logo of the Ministry.

<sup>3</sup> 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.

<sup>4</sup> 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."

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

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