I International Seminar on Tourism Law of the World Tourism Organization
30 November – 1 December 2023
Salamanca, Spain

Information Note

1. Place and dates of the meeting

The I International Seminar on Tourism Law of the World Tourism Organization will be organized on 30 November-1 December 2023 at the Patio de Escuelas of the University of Salamanca, Spain, and the Colegio Arzobispo Fonseca.

2. Contact information

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<tr>
<th>UNWTO</th>
<th>University of Salamanca</th>
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<tr>
<td>Mr. Manuel Álvarez-Uría</td>
<td>Mr. Francisco Javier Melgosa</td>
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<td>Email: <a href="mailto:istl@unwto.org">istl@unwto.org</a></td>
<td>Email: <a href="mailto:jmelgosa@usal.es">jmelgosa@usal.es</a></td>
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3. Registration

Registration for the Seminar will be carried out online. Participants are kindly requested to complete the registration form by Wednesday, 22 November 2023. The form is available on the UNWTO website at www.unwto.org/event/i-international-seminar-on-tourism-law-of-the-world-tourism-organization

Participants can collect their accreditation badges at the registration desk located at the Paraninfo, Universidad de Salamanca, Patio de Escuelas.

The registration desk will be open on Thursday, 30 November from 08:30 to 11:00 am.

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

4. Transportation

The most common way to travel to Salamanca from another country is by flying first to Madrid’s International Airport, called Adolfo Suárez Madrid-Barajas.

From Madrid’s airport, participants can travel to Salamanca directly by bus with Avanza Bus Company. The tickets can be purchased at the airport or via Internet at: www.avanzabus.com/

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Another option is to travel by train to Salamanca from Madrid-Chamartín-Clara Campoamor Station. There are two types of train connections: the Alvia, a high speed train that takes 1h and 40 minutes and Media Distancia, a train that takes around 2 hours and 45 minutes. You may check availability at Renfe website: www.renfe.com/es/en

To get to the train station from the airport, you may take a taxi or use the subway.

5. Accommodation

The hotels listed below are offering special rates for participants to delegates:

**Hotel Silken Rona Dalba:** single room 65,97 €. Double room 80 €. Accommodation, breakfast and VAT included. For reservations, please send an e-mail to: direccion.ronadalba@hoteles-silken.com. Att.: Marisol, indicating attendance to the Seminar.

**Abba Fonseca:** single room 80 €. Double room 92 €. Accommodation, breakfast and VAT included. For reservations, please send an e-mail to: fonseca@abbahoteles.com. Att.: Myriam, indicating attendance to the Seminar.

**Vinci Ciudad de Salamanca:** 10% discount on the best flexible rate.

**Ibis Salamanca:** 9% discount on the best flexible rate.

**Hotel Eurostars Las Claras:** 10% discount on the best rate available.

**NH Collection Salamanca Palacio de Castellanos:** 15-22% discount on the best flexible rate.

6. Entry formalities

The Government of Spain will facilitate the processing of visas for all delegates attending the Seminar upon presentation of the letter of invitation to the meeting at the corresponding Spanish Embassy, in accordance with Spanish regulations.

Pursuant to European Union regulations, visas on arrival cannot be provided under any circumstances. Participants are kindly requested to make the necessary arrangements to process their visa in advance.

For a detailed list of visa requirements, delegates are kindly requested to consult the following page:


For more information on visas and the list of diplomatic and consular missions of Spain and their jurisdictions, as well as on the countries whose nationals require a visa or are exempt from such requirement, participants can consult the websites of the Ministry of Foreign Affairs, European Union and Cooperation, at:


For any visa inquiries, participants can contact: istle@unwto.org

7. Working languages

Simultaneous interpretation of the seminar will be provided in the following languages: English, and Spanish.
8. **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.

Participants are encouraged to bring their own electronic devices to access the working documents during the meeting.

All the documents will be posted online at the UNWTO website: [www.unwto.org/event/i-international-seminar-on-tourism-law-of-the-world-tourism-organization](http://www.unwto.org/event/i-international-seminar-on-tourism-law-of-the-world-tourism-organization)

9. **General information**

**Climate:** In December, the average temperature in Salamanca can range between 10°C during the day and 1°C at night. Winters in Salamanca are cold and dry. However, completely clear days are very typical, so it is possible to enjoy sunny weather at midday.

**Official language:** Spanish

**Madrid local time (winter) GMT +1**

**Local currency and exchange rates:** The official currency of Spain is the euro (EUR). The applicable exchange rate in November 2023 is approximately USD 1.06 to EUR 1. Banks are open from Monday to Friday from 9 a.m. to 2 p.m. Throughout Salamanca there are some foreign exchange offices that are clearly indicated. There is also a currency exchange service at hotels. The city has numerous ATMs, and shops accept major credit cards.

**Electricity:** The electric current in Madrid is 220 volts, 50 Hz AC. Outlets take round pins. In any case, most hotels have adapters for special plugs. Participants should ensure that their electrical devices (computers, mobile phone chargers, razors…) work with this voltage or, if not, use transformers and batteries that allow different voltages.

**Credit cards, shopping and tipping**

There are ATMs throughout the city, and in the vast majority of establishments it will be possible to pay for goods and services with a credit card (in the metro you can pay with a card, but not in the urban bus network).

Visa and Mastercard are the most widely accepted types of card, American Express and Diners are less commonly accepted. Information regarding possible commissions for using credit cards in Spain should be consulted with the issuing bank, because transaction fees will depend on the entity managing the corresponding bank account.

Almost all establishments accept card payments, although some require a minimum charge (between 5 and 10 euros). Also, before getting into a taxi when not carrying cash, the driver should be asked if the taxi is equipped with a card payment terminal. There are different applications such as Free Now through which it is possible to request a taxi and pay with a card using it.

The concept of tipping in Madrid is directly related to customer satisfaction regarding the treatment received. Tipping continues to be considered in its original meaning as being “voluntary” and at the discretion of the consumer, at least among the national clientele, and the personnel of the service sector are well aware that nothing is taken for granted.

In some restaurants it is customary to charge an additional 2 to 3 euros for serving bread or a small appetizer - which the establishment is obliged to disclose, and can be rejected if not desired - but, in general, what the customer decides is respected when it comes to expressing appreciation for the friendliness and quality of the service in the final bill.

This custom extends to other tourism services in which there is some type of personal treatment, such as hotels, taxis, beauty salons or hairdressers.
It should be noted that all establishments include the price of the service, but in hotels and restaurants it is common to see “VAT not included” on the menu. This means that a 10% surcharge will be added to the price of what was consumed.

Health regulations and precautions: It is not necessary to be vaccinated against any disease in order to travel to Spain.


Medical services: Salamanca has a good network of health centres (primary care services) and hospitals.

Local transport rates: The fare for the taxi ride between Madrid airport and the city ranges between 20 and 30 euros. The price of a single local bus ticket ranges from €1.50 to €2 and tickets for 10 trips can be purchased for €12.20.

Most of the venues in Salamanca are at walking distance. However, taxi service is also available, and the rides rarely exceed 10 euros.

Useful telephone numbers:
Medical emergencies: 112
Police: 091

10. Side visits

The organization of the Seminar is preparing two guided tour during the International Seminar:

Thursday 30 November, 18:30 – 20:00
Guided visit to IERONIMUS, access through the Torre Mocha of the Cathedral of Salamanca (Plaza de Juan XXII), courtesy of the City Council of Salamanca. Information about this visit is available at: [https://ieronimus.es/](https://ieronimus.es/)

Friday 1 December, 18.30 - 20:00
Guided tour of the historic centre of Salamanca. Information available at: [https://salamanca.es/es/servicios/oficina-de-turismo-on-line/visitas-guiadas](https://salamanca.es/es/servicios/oficina-de-turismo-on-line/visitas-guiadas)

Delegates are encouraged to participate in these side events which will provide a unique opportunity to enjoy the culture and gastronomy in Salamanca. Participation in these activities will require confirmation at the moment of accreditation at the Congress.

11. Tourism information

Tourism information for Spain: [www.spain.info/es/](http://www.spain.info/es/)
Tourism information for Salamanca: [www.salamanca.es](http://www.salamanca.es)