



## Executive Council

Ninety-third session  
Madrid, Spain, 11-13 June 2012

CE/93/Note Inf. 2  
Madrid, 6 June 2012  
Original: Spanish

### Information note no. 2

#### 1. Place and dates of the session

---

The opening ceremony and the welcome reception on the eve of the working sessions are scheduled for **Monday, 11 June 2012, at 8:30 p.m.** *The opening ceremony and the reception have been moved to the Terrace of the Palacio de Cibeles (Madrid)*, where they will be hosted by the City of Madrid.

The inaugural session will be held on **Tuesday, 12 June, at 9:30 a.m.**, in the **Palacio de Congresos de Madrid**<sup>1</sup> (Paseo de la Castellana, 99), which will also be the venue of the working sessions of the Council.

For security reasons, due to the attendance of high-ranking officials of the host State at the inaugural session, **the delegates will have to be inside the hall by 9:00 a.m. sharp**, at which time the entrance will be closed for security reasons. Consequently, the shuttle buses will depart from the official hotels at exactly 8:15 a.m.

#### 2. Reception at the airport and transfers

---

The Government of Spain will organize for participants<sup>2</sup> who have submitted their flight information a free shuttle service between the Madrid-Barajas Airport (Terminals 1, 2 and 4) and the official hotels<sup>3</sup>, upon both arrival and departure on the days of 10, 11, 13 and 14 June.

After online registration has closed, participants who wish to do so can still submit their flight information by e-mail to: [council@unwto.org](mailto:council@unwto.org), with copy to: [enrique.sancho@tourspain.es](mailto:enrique.sancho@tourspain.es)

---

<sup>1</sup> <http://www.palaciocongresosmadrid.es/>

<sup>2</sup> Person in charge:

**Mr. Enrique SANCHO TEJERO**

E-mail: [enrique.sancho@tourspain.es](mailto:enrique.sancho@tourspain.es)

Tel.: + 34 91 343 3517

<sup>3</sup> The transfers will service only the hotels indicated in Information note no. 1.



The host authorities will also provide transfer service from the official hotels for the registration of participants, the opening ceremony, the working sessions and the social events.

For delegates who were unable to provide their flight information or who arrive on dates other than those for which transfer service is scheduled, transport to the city centre by metro, express bus and taxi is available at the Madrid-Barajas Airport.

### Full schedule of general transfers

#### Monday, 11 June

- 09:30** Departure from official hotels for the visit to Ávila
- 18:00** Arrival from the technical visit to UNWTO Headquarters for registration of participants
- 18:30** Return to hotels to freshen up
- 19:45** Departure from the hotels to the Cibeles Palace for the official opening ceremony
- 22:00** Return to hotels

#### Tuesday, 12 June

- 08:15** Departure from hotels to the Palacio de Congresos
- 17:30** Departure from the Palacio de Congresos for the visit to Alcalá
- 22:00** Return to hotels

#### Wednesday, 13 June

- 08:45** Departure from hotels to the Palacio de Congresos

### 3. Registration and badges

The registration desk will be open on **Monday, 11 June, at the UNWTO Headquarters** (Capitán Haya, 42) **from 4 p.m. to 7 p.m.**

On Monday, upon the conclusion of the scheduled excursion to Ávila, the participants will be brought directly to the UNWTO Headquarters to facilitate registration.

On **Tuesday, 12 June**, the registration desk will be open at the **Palacio de Congresos de Madrid starting 8:30 a.m.** Participants are reminded that utmost punctuality is necessary on this day. For security reasons, **it will be indispensable to show an identity document to enter the Palacio de Congresos.** Therefore, the delegates are requested to have with them their passports or other official identity document at all times.

Identification badges will be issued upon final registration in Madrid. Participants are requested to wear their identification badges throughout the Council session in the area reserved for the meetings, as well as at all social events.

#### 4. Social programme

---

##### **Monday, 11 June**

---

09:30	Departure from the official hotels
10:30 – 18:00	Technical visit to Ávila (World Heritage City) and lunch, <i>courtesy of the Regional Government of Castilla y León</i> (comfortable footwear recommended)
18:00 – 18:30	On the return trip, stop at the UNWTO Headquarters for registration of participants
18:30	Return to hotels to freshen up
19:45	Departure from the hotels to the Cibeles Palace for the official opening ceremony ( <i>dress code: elegant casual</i> )
20:30-22:00	Opening ceremony and cocktail reception at the <b>Terrace of the Palacio de Cibeles (Madrid)</b> , <i>courtesy of the City of Madrid</i>

##### **Tuesday, 12 June**

---

17:30	Departure from the Palacio de Congresos
17:30 – 22:00	Technical visit to Alcalá de Henares, a World Heritage City and birthplace of Miguel de Cervantes, <i>courtesy of the City of Alcalá de Henares</i> , followed by an informal dinner at the city's Parador de Turismo, <i>courtesy of Paradores</i> .
22:00	Return to official hotels

##### **Wednesday, 13 June**

---

13:00	Departure from the Palacio de Congresos
13:00 – 14:00	Technical visit to the Santiago Bernabéu football stadium, <i>courtesy of Real Madrid F.C.</i>
	<i>Afternoon, free time</i>