



Executive Council

Ninety-fourth session
Campeche, Mexico, 23-25 October 2012

CE/94/Note Inf. 1
Madrid, 6 September 2012
Original: Spanish

Information note no. 1

1. Place and dates of the session

Following the adoption of decision 18(XCIII) at the 93rd session of the Executive Council held in Madrid, Spain, the dates of the 94th session of the Executive Council have been set for **23, 24 and 25 October 2012** in the city of **Campeche, Mexico**, by invitation of the Government of the United Mexican States.

The **welcome reception** on the eve of the working sessions is scheduled to be held on **Tuesday, 23 October 2012, at 7:30 p.m.** at the place indicated in the Programme. The **opening ceremony** will take place on **Wednesday, 24 October, at 9 a.m.** at the Campeche XXI Convention Centre¹, which will also be the venue of the other working sessions of the Council.

2. Contact details of the organizing committee

UNWTO coordinators	Host country coordinators
<p>Ms. Blanca PERAL Programme Chief, Languages, Meetings and Documents Tel.: +34 91 567 8189 E-mail: conf@unwto.org</p> <p>Mr. Munir RAYES Programme Chief, Languages Tel.: +34 91 567 8108 E-mail: conf@unwto.org</p> <p>Ms. Azucena PERNÍA Senior Programme Assistant/Meetings Tel.: +34 91 567 8188 E-mail: council@unwto.org</p>	<p>Ms. Virginia Messina Portugal Coordinator of Advisors of the Office of the Secretary of Tourism Tel.: +52 55 3002 6328 E-mail: vmessina@sectur.gob.mx</p> <p>Mr. Alexander Nemer Naime Libien Advisor of the Office of the Secretary of Tourism Tel.: +52 55 3002 6333 E-mail: anaime@sectur.gob.mx</p> <p>Mr. Erik Herrera Castillo Undersecretary of Tourism Operations of the Secretariat of Tourism of Campeche Tel.: +52 55 98 1127 3300 ext. 120 E-mail: subsecretario@campechetraavel.com.mx</p>

¹ <http://www.convencionescampeche.com/>



3. Registration for the Council session

Registration for the Council session will be carried out **online**. The participation form is available on the UNWTO website at: <http://unwto.org/en/webform/executive-council-ninety-fourth-session>. Participants are requested to kindly complete the online participation form **before Wednesday, 2 October 2012**, on which date online registration will be closed.

4. Status of participants

The Government of Mexico will take the necessary steps to facilitate the arrival and departure of participants invited by the Organization, as well as their stay. During their stay, the participants will enjoy the privileges and immunities accorded to delegates in events of the UNWTO, in accordance with the provisions of the Convention on the Privileges and Immunities of the Specialized Agencies of the United Nations.

5. Entry formalities

The Government of Mexico, in accordance with its legislation, will provide the appropriate visa to all delegates attending the ninety-fourth session of the Executive Council, upon presentation of the letter of invitation to the Council at the corresponding Mexican Embassy.

<p>Important note: Due to regulations, NO visas-on-arrival can be issued. Participants are requested to make the necessary arrangements to obtain their visas beforehand.</p>

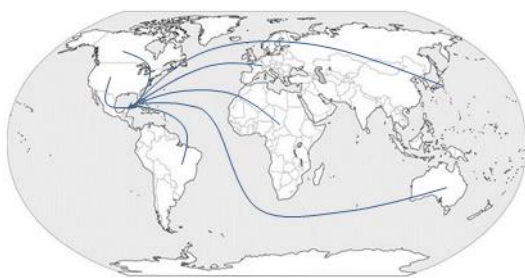
Visas are necessary for participants from countries whose nationals require a visa to enter Mexican territory. For more information about **countries** whose nationals require a visa or are exempt from such requirement, please visit the website of the Secretariat of Foreign Affairs at: <http://www.sre.gob.mx/index.php/visas-para-extranjeros>.

Information on visas and the list of diplomatic and consular missions of Mexico with their corresponding countries of jurisdiction can be consulted on the website of the Secretariat of Foreign Affairs of Mexico: <http://www.sre.gob.mx/index.php/visas-para-extranjeros>.

6. Transport information

The city of Campeche is in the south-eastern part of Mexico, 1125 km from Mexico City. It is recommended that participants take the following route:

City of origin – Mexico City – Campeche (by air)



There are **3 direct flights daily** from the Mexico City International Airport (MEX) to the Campeche Airport (CPE) on Aeromexico, and 4 direct flights per week on Vivaaerobus:

Flight no.		Frequency	From	Departure *	To	Arrival *
Aeromexico	AM2440	Daily	Mexico City T2	9:22	Campeche	11:10
Aeromexico	AM2442	Daily	Mexico City T2	17:25	Campeche	19:05
Aeromexico	AM2444	Daily	Mexico City T2	21:35	Campeche	23:26
<i>* Please double-check the aforementioned flight times when making your booking.</i>						

Flight no.		Frequency	From	Departure *	To	Arrival *
Vivaerobus	VIV3190	(Weekly) 22 October	Mexico City T1	12:05	Campeche	13:50
<i>* Please double-check the aforementioned flight times when making your booking.</i>						

7. Discounts on air fares

With the aim of supporting the ninety-fourth session of the UNWTO Executive Council, the airlines listed below are offering participants special discounted fares. In order to avail of these discounts, delegates must comply with the terms specified by the corresponding airline.

▶ **AEROMEXICO**



AEROMEXICO airlines is offering Council participants a **20% discount*** on any publicly available fare for domestic and international routes (except promotional rates in economy and premier class W-P-I-Z-L-T) to or from the city of Campeche.

Tickets may be issued with authorization code **IT20RG55212N1**, valid between 21 and 29 October 2012, **at AEROMEXICO offices**, upon presentation of the letter of invitation to the Council. Reservations may be made by telephone with AEROMEXICO offices in the following countries:

Country	Customer service number
Argentina	0 (800) 888 2276
Brazil	0 (800) 8 917 512
Chile	01 (800) 400 239
China	86-21-6089 9985
Colombia	01 (800) 952 0533
Costa Rica	0 (800) 052 1447
Spain	900 995 282
United States	1 (800) 237 6639
Japan	00 663 352 2108
Mexico	51 33 40 00 / 01 (800) 021 4000

* Notes:

- The discount applies to 2000-series flights to or from Campeche and AEROMEXICO flights with 3-digit code numbers
- The discount does not apply to code-share flights
- The offer is valid exclusively for sales at AEROMEXICO offices
- In the event of any change of date or flight time, the corresponding fees according to the rate schedule shall be applied, as well as any rate differences in the event that the class originally reserved is not available.

▶ **AIR FRANCE AND KLM**



Air France and **KLM** are offering discounts of **up to 47%** on full fares ("*published fares with no restrictions*").

Tickets may be booked through the web page set up by Air France and KLM for the ninety-fourth session of the UNWTO Executive Council (<http://www.airfranceklm-globalmeetings.com/?eid=17226AF>), or issued by offices of Air France and KLM (indicating event code 17226AF, and providing proof of participation in the Council). This offer is valid from 18 to 30 October 2012, both inclusive.

Important note: the web page set up by Air France and KLM (mentioned above) offers flights to and from Mexico City. If you book your flight on this page, you will have to obtain **another ticket** (with Aeromexico or Vivaaerobus) to travel between Mexico City and the city of Campeche.

▶ **IBERIA**



IBERIA is offering the following discounts for participants of the Council session:

For domestic, European and intercontinental flights on IBERIA / IBERIA EXPRESS, with final destination MEXICO CITY and return:

- **40%** discount off full fare in **business class**.
 - **50%** discount of full fare in **economy class**.
- (Seats at these discounted rates subject to availability)*

On national and European direct legs operated by AIR NOSTRUM (IB-8000), except for inter-island flights, with final destination MEXICO CITY and return:

- **30%** discount off full fare in **business class** and **economy class**
- (Seats at these discounted rates subject to availability)*

This offer is applicable exclusively to round-trip flights (except Air Shuttle) of IBERIA and Air Nostrum, **except for code-sharing routes (IB-7000, 5000, 4000)**. Tickets will be valid from 7 days prior to 7 after the date of the holding of the session. **Reservation and issuing shall be carried out at IBERIA offices or through the IBERIA website (www.iberia.com/ferias-congresos/).**

In order to avail of the offered discounts, passengers must provide proof of attendance in the meeting.

All IBERIA tickets issued for this event must bear the code **BT2IB21MPE0146** in the "TOUR CODE" field of the ticket. **All bookings must include the following code:** "OSI IB BT2IB21MPE0146".

Important note: the web page set up by IBERIA offers flights to and from Mexico City. If you book your flight on this page, you will have to obtain **another ticket** (with Aeromexico or Vivaaerobus) to travel between Mexico City and the city of Campeche.

8. Reception at the airport and transfers

The Government of Mexico will arrange a **reception** service for the participants at the Mexico City International Airport, where they will receive assistance in completing the formalities to enter the country, and for their transfer to the terminal at the same airport from which domestic flights depart *(even if domestic flights depart from the same airport, it is still advisable to allow for a prudent amount of time between the two flights)*. A reception service will also be arranged at the Campeche airport.

A **shuttle service** will be provided free of charge to participants upon arrival and departure between the Campeche airport and the official hotels ² from 22 to 26 October.

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

To enable the Mexican authorities to organize these reception and shuttle services, each participant is must complete and submit the online participation form (<http://unwto.org/en/webform/executive-council-ninety-fourth-session>) indicating their **arrival and departure flight information**, and their accommodation details, **before Tuesday, 2 October 2012**.

9. Accommodation

The official hotels listed below offer participants special discounted rates. Delegates are requested to make their reservations by directly contacting the hotels, indicating their status as participants in the UNWTO event. Rooms will be blocked for the delegates at the official hotels until 10 October 2012.

Hotel name	Contact details	Room type	Rate with breakfast (in US dollars)		Rate w/o breakfast (in US dollars)	Travel time by bus / car to the event venue
GT (5* SUP) HACIENDA PUERTA CAMPECHE	Eleazar Lucas, Reservations Manager eleazar.lucas@luxurycollection.com Tel.: +52 (999) 9247411 Viridiana Romero, Sales Manager viridiana.romero@luxurycollection.com Web: http://www.puertacampeche.com	Superior King	277.00	SGL/DBL	265.00	5 min.
		Junior Suite	308.00	SGL/DBL	295.00	
		Deluxe King	332.00	SGL/DBL	320.00	
		Deluxe Twin	332.00	SGL/DBL	320.00	
GT (5* SUP) CASA DON GUSTAVO	Marlui Plascencia, Sales Manager ventas@casadongustavo.com Tel.: +52 (981) 8168090 Web: http://www.casadongustavo.com	Standard Suite	215.00	SGL/DBL	195.00	5 min.
		Junior Suite	299.00	SGL/DBL	279.00	
		Master Suite	330.00	SGL/DBL	310.00	
5* HOLIDAY INN CAMPECHE	Gilda Sanchez, Sales executive gsanchez@hinnacampeche.com Tel.: +52 (981) 1273700 / 718 Web: http://www.holidayinn.com	Standard	87.56	99.35 SGL DBL	78.67	5 min.
		Junior Suite	87.56	SGL DBL		
4* HOTEL PLAZA CAMPECHE	Sara César, Sales Manager reservaciones@hotelplazacampeche.com Tel.: +52 (981) 8119900 Web: http://www.hotelplazacampeche.com	Standard	95.00	105.00 SGL DBL	84.50	5 min.
		Junior Suite	108.00	SGL DBL	98.50	

² The shuttles will service only the hotels indicated in this note.

4* HOTEL OCEAN VIEW	Ms. Ana Escalante, Sales executive info@oceanview.com.mx reservaciones@oceanview.com.mx Alejandra Aguilar, Sales executive ventas@oceanview.com.mx Tel.: +52 (981) 8119991 – 99 Web: http://www.oceanview.com.mx	Standard	82.85 SGL	88.36 DBL	N/A	2 min.
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10. Registration and badges

The registration desk will be located at the Campeche XXI Convention Centre and will be open during the afternoon of Tuesday, 23 October, from 3 p.m. to 7 p.m. On that day, the participants will be brought directly to the Convention Centre immediately before the welcome cocktail in order to facilitate registration.

On Wednesday, 24 October, it will be open from 8:30 a.m.

Identification badges will be issued upon final registration in Campeche. 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.

11. Working languages

The documents for the Council session will be available in Arabic, English, French, Russian and Spanish. Simultaneous interpretation of the Council discussions will be provided in these five languages.

12. Working documents

The delegates are kindly requested to take note that, 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, **the delegates are requested to bring with them copies of the documents they wish to have on paper.** All the documents will be posted at the following link: <http://lmd.unwto.org/en/event/executive-council-ninety-fourth-session> within the timeframes established by the Statutes. The delegates will be notified by e-mail of the posting of the documents.

13. Internet access

A room equipped with several computers with free Internet connection will be set up and made available to the delegates.

14. List of participants

The **provisional list** of participants will be sent in advance to all registered participants and will be available for consultation at the information desk.

The **final list** of participants, prepared on the basis of the data entered by delegates and observers in their registration forms, will be sent to the participants shortly after the closure of the Council session, and posted on the UNWTO website.

15. Social programme (preliminary)

Tuesday, 23 October

Technical visits:

Option 1:

10:00 – 16:00 **Visit to the Maya archaeological site of Edzná and lunch** at the Hotel Puerta Campeche (courtesy of the Government of the State of Campeche and the Ministry of Tourism of Mexico) (*comfortable footwear is recommended*)

Option 2:

13:00 – 15:00 **Tour of the city of Campeche** (courtesy of the Government of the State of Campeche) (*comfortable footwear recommended*)

18:15 Departure from the hotels to the Convention Centre for the **registration** of participants

19:30 – 21:30 **Welcome cocktail** at Hacienda de Uayamón (courtesy of the Government of the State of Campeche) (*dress code: smart casual*)

Wednesday, 24 October

9:00 – 10:00 **Opening ceremony and official photo** with Ministers/Heads of Delegation (*dress code for the official photograph: white shirt/blouse/guayabera and beige trousers/skirt*)

20:00 – 22:30 Departure from the hotels to Fuerte de San Miguel for the **signature ceremony of Mexico's private sector commitment to the UNWTO Global Code of Ethics for Tourism**, and **dinner** (courtesy of the Mexico Tourism Board)

Thursday, 25 October

Free afternoon

Technical visit (courtesy of the Government of the State of Campeche):

19:00 – 22:00 Departure from hotels and visit to the **lights and sounds show** "La Luz de los Itzáes" in the Mayan archaeological area of **Edzná**.

Participants who wish to join the technical visits are requested to indicate their intention, **before Tuesday, 2 October 2012**, in the **online participation form**, available at: <http://unwto.org/en/webform/executive-council-ninety-fourth-session>.

16. Optional tours

At the Campeche XXI Convention Centre there will be a travel agency desk for booking tours and handling arrangements for return flights.

The programme of optional tours and the contact information of the agency are provided in Annex.

17. Practical information

- **Local currency and exchange rates:** The official currency of Mexico is the Mexican peso (MXN). The applicable exchange rate in September 2012 is approximately 16.6 MXN per 1 euro (EUR) and 13.2 MXN per 1 US dollar (USD).
All bank offices (with approximate opening hours of 9 a.m. to 4 p.m., from Monday to Friday) as well as exchange offices in major cities, offer travellers the possibility of exchanging currency. This service is also offered at most hotels and travel agencies.
- **Weather:** In October, Campeche enjoys clear, humid mornings and cloudy afternoons with rain showers. The average maximum temperature is 33°C and the average low is 21°C.
- **Official language:** Spanish
- **Local time in Mexico (October):** GMT -6. Daylight savings time ends in the early hours between Saturday, 27 October 2012 and Sunday, 28 October with the time falling back one hour (from 03:00 to 02:00).
- **Electricity:**
 - Electricity in Mexico is 110 volts. Participants should ensure that the electrical devices they will use (computers, mobile phone chargers, electric razors...) can operate on this voltage. Otherwise, they should use transformers and batteries that can adapt to the voltage.
 - Outlets take American-type plugs (flat prongs).
- **Health requirements and precautions:** There are no vaccination requirements for international visitors.
- **Medical services:** Campeche has an extensive network of health centres (primary care services) and hospitals. The venue of the meeting will, have a medical service providing first aid.

18. Tourist information

On Mexico:

- <http://www.visitmexico.com>

On Campeche:

- <http://www.campeche.travel>
- <http://www.campeche.travel>
- <http://www.campeche.gob.mx>

Annex. Programme of optional tours

Travel agency contact and booking information:

Operadora Edzná
Tel. +52 (981) 811 7711, 811 7896, 816 5452
Áurea Ortiz Carrillo, General Manager
Erick Mendicuti Polanco, Assistant Manager
E-mail: aurea@edzna.com.mx
emendicuti@edzna.com.mx
Web: <http://www.edzna.com.mx>

Optional tour:

Friday, 26 October

Visit to the ***Calakmul Biosphere Reserve, including visit to the Museum of Archaeology and Nature and the Maya Archaeological Zone of Calakmul (World Heritage site)***. (Book with the above-mentioned travel agency).