1. **Venue and dates**

The twelfth meeting of the Committee on Statistics and TSA will be held at UNWTO headquarters in Madrid, from 27 to 28 January 2011.

2. **How to get to UNWTO headquarters (from Madrid Barajas Airport)**

   a. **By taxi:**
      - Taxi fare from the airport to Madrid: between 20 and 30 Euros (depending on your destination and on traffic).
      - The address for UNWTO headquarters is: Calle Capitán Haya, 42.

   b. **By metro:**
      - Subway map (attached “Subway map”)
        Cuzco is the subway station for the UNWTO headquarters. (From the airport: Line 8: Aeropuerto – Nuevos Ministerios, then Line 10: Nuevos Ministerios – Cuzco).

3. **Accommodation - List of hotels (attached “Recommended hotels”)**

   - Participants are requested to make their own hotel reservations in one of the hotels mentioned in the list attached or any other hotel of their choice.
   - Those hotels closer to UNWTO are: Hotel Meliá Castilla (5*) and Hotel AC Cuzco (4*).
   - Don’t forget to mention that you are coming to UNWTO for an official meeting.
   - Please note the attached rates correspond to the year 2010 and will probably change for 2011. Please ask for the new rate when making your reservation.
   - We also suggest that you check the online rates as these are sometimes cheaper.

4. **Restaurants and supermarkets (close to UNWTO)**

   - List and map attached “Restaurants and supermarkets”

5. **Working languages**

   - The working languages of the meeting will be English, French and Spanish.
   - Simultaneous interpretation will be provided in these three languages.

6. **Working documents**

   - Main working documents will be sent by e-mail (or distributed at the meeting) and later on placed on our website[^1].
   - Other documents will not be distributed but will be available on our website.
   - Please bring a copy of the documents you receive by e-mail. No extra copies of documents sent previously by e-mail will be available at the meeting.

[^1]: [http://www.unwto.org/statistics/committee/committee.htm](http://www.unwto.org/statistics/committee/committee.htm)
7. **List of participants**

- A provisional list of participants will be distributed at the meeting.
- The final list of participants will be placed on UNWTO website.

8. **Practical information**

- **Local currency and rate of exchange:**
  Spain’s official currency is the Euro (€). The rate of exchange applicable as of November 2010 is 0.72 € to 1 US dollar.

- **Climate:** The average temperature in this area in January is 6.2°C (Max 9.7°C, Min 2.6°C).

- **Local time:** GMT +1 +DST

- **Electricity:** The electric current in Spain is 220 volts.

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### TOURIST INFORMATION

**Madrid Vision:**
One of the best ways to ensure that you visit all of Madrid’s symbolic spots is to take a Madrid Vision bus (double deck buses with an open top deck and headphones providing information in up to 8 different languages).
Ticket price: 17,20 € (1 day); 21,20 € (2 days). Valid from 10 am to 9 pm.
For further details:

**SoftGuide:**
Information on:
- Accommodation / hotels
- Transport
- Culture
- Food
- Shopping
- Regions (Spain)
For further details:
http://www.softguides.com/index_madrid.html

**Visit Madrid:**
Interactive guide. In one day, weekend, in a week...
For further details:

**Tours in Madrid and around (Travel Agency “Trapsatur”):**
If you wish to spend one day in Toledo, Segovia or other surrounding cities, you may contact the Travel Agency “Trapsatur”.
To see their brochure, please click here:
http://80.91.84.32/joomla/docs/radiales2010eBook/pdf/radiales2010.pdf
Hotels in Madrid 2011

**MELIA CASTILLA *******
C/ Capitán Haya, 43
28020 Madrid
Telephone: (+34) 91 567 50 00 / 91 567 50 77
Fax: (+34) 91 567 51 66

UNWTO SPECIAL RATE (2010):
Single Room: 120€ + 8% tax
Double Room: 120 € + 8% tax

Distance to UNWTO: 50m

1 in the map

**AC CUZCO ****
Pº de la Castellana, 133
28046 Madrid
Telephone: (+34) 91 556 06 00
Fax: (+34) 91 556 03 72

UNWTO SPECIAL RATE (2010):
Single Room: 140 € + 8% tax
Double Room: 140 € + 8% tax

Distance to UNWTO: 300m

2 in the map

**APTOS. EUROBUILDING 2 ****
C/ Orense, 69
28020 Madrid
Telephone: (+34) 91 571 67 94
Fax: (+34) 91 570 25 67
http://www.eurobuilding-2.com/

UNWTO SPECIAL RATE (2010):
Single Room: 87 € + 8% tax (breakfast incl.)
Double Room: 94 € + 8% tax (breakfast incl.)

Distance to UNWTO: 500m

3 in the map

**SUNOTEL AMARAL ***
C/ General Varela, 37
28020 Madrid
Telephone: (+34) 91 579 97 38
Fax: (+34) 91 571 86 04
http://www.sunotel.es/hotel/madrid/hotelamaral2.htm

UNWTO SPECIAL RATE (2010):
Single Room: 75 € + 8% tax (breakfast incl.)
Double Room: 85 € + 8% tax (breakfast incl.)

Distance to UNWTO: 500m

4 in the map
**NH EUROBUILDING ******
C/ Padre Damián, 23
28036 Madrid
Telephone: (+34) 91 353 73 00
Fax: (+34) 91 345 45 76

UNWTO SPECIAL RATE (2010):
Single Room: 110 € + 8% tax (breakfast incl.)
Double Room: 110 € + 8% tax (breakfast incl.)

Distance to UNWTO: 700m
5 in the map

**SILKEN PUERTA CASTILLA ******
Paseo de la Castellana, 191
28046 Madrid
Telephone: (+34) 91 453 19 00
Fax: (+34) 91 453 19 05
http://www.hoteles-silken.com/

Standard Room: 107 € (tax included)

Distance to UNWTO: 900m
6 in the map

**TRYP INN INFANTA MERCEDES *****
C/ Huesca, 21 (esq. Infanta Mercedes)
28020 Madrid
Telephone: (+34) 91 570 33 33
Fax: (+34) 91 571 11 56

Single Room: 65 € (tax & breakfast incl.)
60 € (tax incl.; without breakfast)
Double Room: 85 € (tax & breakfast incl.)
75 € (tax incl.; without breakfast)

Distance to UNWTO: 900m
7 in the map

**APTOS. QUO GALEON *****
C/ Francisco Medrano, 4
28020 Madrid
Telephone: (+34) 91 571 21 20
Fax: (+34) 91 571 94 96
http://www.aphotel-galeon.com/

UNWTO SPECIAL RATE (2010):
Single Room: 70 € + 8% tax
Double Room: 70 € + 8% tax

Distance to UNWTO: 900m
8 in the map
**HUCA CHAMARTIN ****
C/ Agustín de Foxá s/n
Estación de Chamartín
28036 Madrid
Telephone: (+34) 91 334 49 00
Fax: (+34) 91 733 98 70

UNWTO SPECIAL RATE (2010):
Single Room: 75 € + 8% tax (breakfast incl.)
Double Room: 85 € + 8% tax (breakfast incl.)

Distance to UNWTO: 1.4km

**NH LA HABANA ****
Pº de la Habana, 73
28016 Madrid
Telephone: (+34) 91 345 82 84
Fax: (+34) 91 457 75 79

UNWTO SPECIAL RATE (2010):
Single Room: 100 € + 8% tax (breakfast incl.)
Double Room: 115 € + 8% tax (breakfast incl.)

Distance to UNWTO: 1.4km

**APTOS. PLAZA BASÍLICA ****
C/ Comandante Zorita, 27/31
28020 Madrid
Telephone: (+34) 91 535 36 42
Fax: (+34) 91 535 14 97
http://www.aparthotelplazabasilica.com/index.html

UNWTO SPECIAL RATE (2010):
Single Room: 75 € + 8% tax
Double Room: 112 € (Suite 95 €) + 8% tax

Distance to UNWTO: 1.6km

**HOSTAL ORIENTE Hs ***
C/ Arenal, 23 – 1º Izda
28013 Madrid
Telephone: (+34) 91 548 03 14
Fax: (+34) 91 547 84 53

Single Room: 45 € (tax included)
Double Room: 65 € (tax included)

Distance to UNWTO: 5.5km
SUPERMARKET/SUPERMARCHÉ

SANchez ROMERO
Supermercados

Opening Hours/Heures d'ouverture:
09:00 - 14:00
17:30 - 20:30

CAFETERIA + SHOP/CAFÉTERIA + MAGASIN

VIPS

Opening Hours/Heures d'ouverture:
08:00 - 03:00

RESTAURANTS
- LAS FUENTES

SHOPPING CENTRE/CENTRE COMMERCIAL

El Corte Ingles

Opening Hours/Heures d'ouverture:
10:00 - 22:00