



Executive Council

108th session
San Sebastián, Spain, 23-25 May 2018

CE/108/Note Inf.
Madrid, 8 March 2018
Original: Spanish

Information Note

1. Place and dates of the session

In accordance with decision CE/DEC/9(CVII) adopted by the Executive Council at its 107th session in Chengdu, China, the Executive Council will hold its 108th session on 23 to 25 May 2018 in San Sebastián, Spain, on the invitation of the Government of Spain, the State in which the Organization has its Headquarters.

The working sessions of the Council will take place at the Kursaal Congress Centre and Auditorium. The opening ceremony, which will be followed by a welcome reception, will be held on Wednesday, 23 May 2018, at 8:30 p.m.

2. Contact information of the organizing committee

UNWTO coordinators	Host country coordinators
<p>Mr. Munir Rayes Chief, Conference Services Tel.: +34 91 567 8189 E-mail: conf@unwto.org</p> <p>Ms. Yolanda Sansegundo Conference Services Tel.: +34 91 567 8188 E-mail: conf@unwto.org; council@unwto.org;</p>	<p>Mr. Antonio Nieto Magro Deputy Director-General, Cooperation and Tourism Competitiveness State Secretariat for Tourism – MINETAD Tel.: +34 91 732 64 58 E-mail: sgcooperacionturistica@minetad.es</p> <p>Ms. Ángeles Martínez Minguenza Chief of International Relations State Secretariat for Tourism – MINETAD Tel.: +34 91 732 64 60 E-mail: sgcooperacionturistica@minetad.es</p>

3. Registration for the Council session

Registration for the Council session will open on 8 March and will be carried out online. Participants are requested to complete the registration form, available on the UNWTO website at <http://lmd.unwto.org/event/executive-council-108th-session>, before Friday, 20 April 2018.



4. Status of participants

The Government of Spain will make the necessary arrangements to facilitate the arrival, stay and departure of all the participants invited by the Organization. During their stay, the participants will enjoy the privileges and immunities conferred to delegates at events of the UNWTO in Spain, in accordance with the provisions of the Headquarters Agreement of the UNWTO.

5. Entry formalities

The Government of Spain will grant visas to all delegates attending the 108th session of the Executive Council, upon presentation of the letter of invitation to attend the Council session at the corresponding Embassy of Spain, in accordance with Spanish legislation.

Important note: Due to European Union regulations, no visas-on-arrival can be issued. Participants are kindly requested to make the necessary arrangements to obtain their visas beforehand.

Visas will be required for participants from countries whose nationals require a visa to enter Spanish territory. For a detailed list of visa requirements, delegates are requested to visit the following web page:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/RequisitosDeEntrada.aspx>

For more information on visas and the list of diplomatic and consular missions of Spain with their respective countries of jurisdiction, as well as on countries whose nationals require a visa or are exempt from such requirement, visit the website of the Ministry of Foreign Affairs and Cooperation, at:

<http://www.exteriores.gob.es/Portal/es/ServiciosAlCiudadano/InformacionParaExtranjeros/Documents/listapaisesvisado.pdf>

For any enquiries about visas, please contact Ms. Nicté-Ha Mayville at ofsg1@unwto.org.

6. Access to San Sebastián

San Sebastián Airport is approximately 25 minutes by road from the city and offers connections to the airports of Madrid and Barcelona. (www.aena.es/en/san-sebastian-airport/index.html)

Participants can also fly to the international airport of Bilbao. The bus journey from Bilbao Airport to San Sebastián is around one hour and 10 minutes. (www.aena.es/en/bilbao-airport/index.html)

Also, the San Sebastián train station, located in the city centre, is directly connected to the train stations of Madrid, Barcelona, Lisbon and Paris. (www.renfe.com)

It is also possible to take a bus from Madrid to San Sebastián. The trip takes approximately 5 hours. (www.estaciondonostia.com/en)

7. Reception at the airport and train station and transfers

The authorities of the host country will organize a reception service for participants at the San Sebastián airport and train station as well as the Bilbao airport.

From 22 to 26 May, participants will be provided with a free shuttle service upon arrival and departure between the San Sebastián and Bilbao airports and the main hotels¹. To avail of this service, arrival and departure information must be provided when completing the online registration form.

To enable the Spanish authorities to properly organize the welcome and shuttle services, participants must complete and submit the online registration form (<http://lmd.unwto.org/event/executive-council-108th-session>) indicating their arrival and departure flight information and their accommodation details, before 7 May 2018.

8. Accommodation

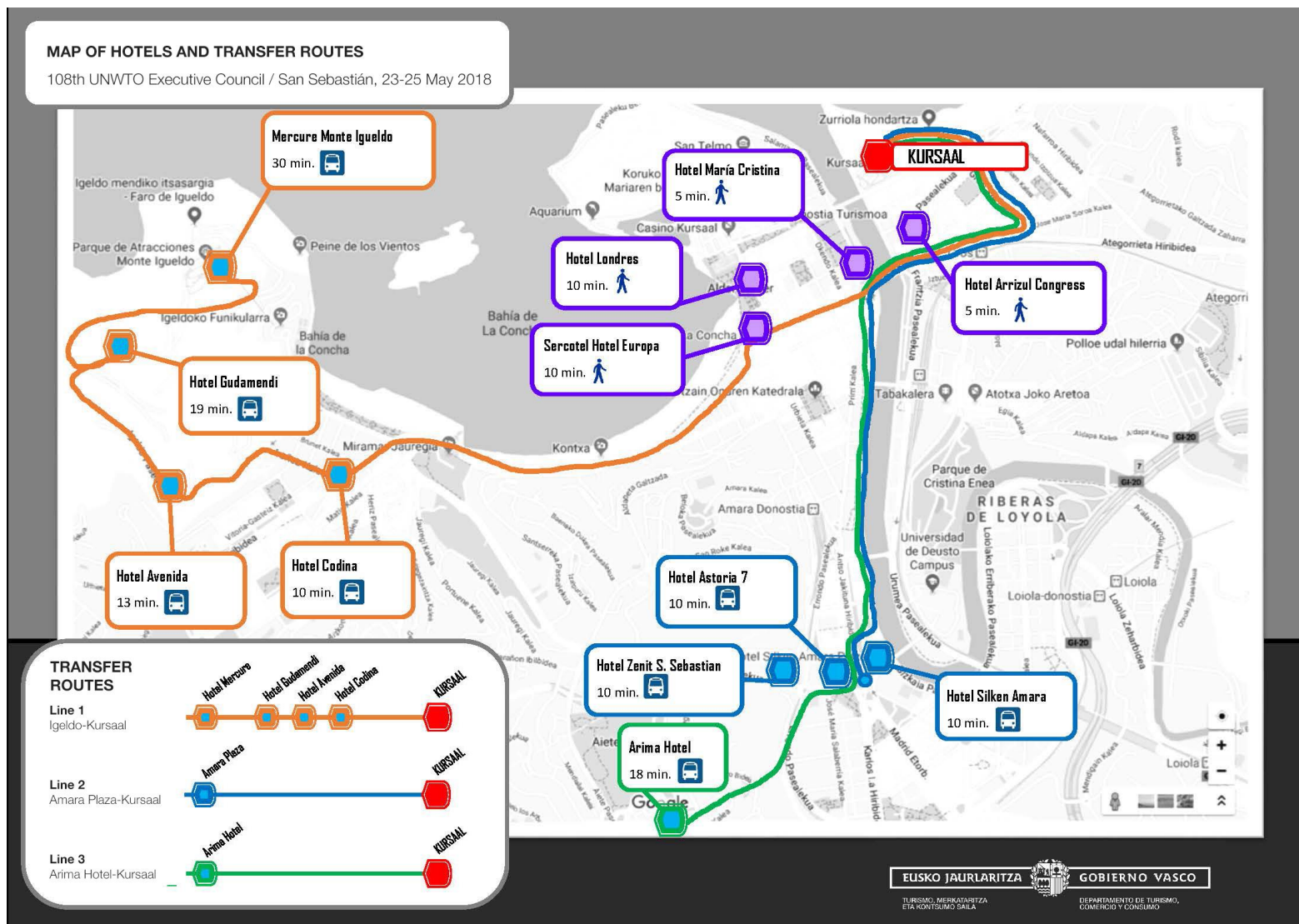
The San Sebastián hotels listed below are offering special rates on a limited number of rooms. Participants should be aware that there is high demand for hotel rooms in San Sebastián during the dates of the Council. In order to secure bookings and avail of special rates, it is recommended to reserve a room before 16 April 2018.

The tourism agency NorteSur Incoming will be in charge of handling reservations in the hotels indicated in this note.

Agency in charge of hotel reservations for the Executive Council session
<p>NorteSur Incoming Contact persons: Ainhoa García Monika Dermekova Telephone: + 34 946 456000 E-mail: info@nortesurincoming.com</p>

¹ The shuttle service will operate only to the hotels listed in this note.

Hotel	Room type	Daily rate (including VAT and breakfast)	Journey time to the Kursaal
Hotel María Cristina (5*) www.hotel-mariacristina.com/	Single	302.50€	5 min. walking
	Double	324.50€	
Hotel Londres y de Inglaterra (4*) www.hlondres.com/es/	Single	345€	10 min. walking
	Double	330€	
Hotel Sercotel Europa (4*) www.sercotelhoteles.com/hoteles/espana/San-sebastian/europa-san-sebastian/	Single	109€	10 min. walking
	Double	130€	
Hotel Arrizul Congress (4*) www.hotelarrizulcongress.com/	Single	255.59€	5 min. walking
	Double	270.90€	
Hotel Zenit S. Sebastián (4*) sansebastian.zenithoteles.com/es/	Single	149€	10 min. by bus
	Double	159€	
Hotel Astoria 7 (4*) www.astoria7hotel.com/	Single	174€	10 min. by bus
	Double	189€	
Hotel Silken Amara (4*) www.hoteles-silken.com/es/hotel-amara-plaza-san-sebastian/	Single	155€	10 min. by bus
	Double	170€	
Hotel Avenida (3*) www.hotelavenida.net/es/	Single	106€	13 min. by bus
	Double	112€	
Hotel Codina (3*) www.hotelcodina.es	Single	95.50-121.60€	10 min. by bus
	Double	128-159.50€	
Hotel Mercure Monte Igeldo (4*) www.monteigeldo.com/	Single	184€	30 min. by bus
	Double	203€	
Hotel Gudamendi (4*) www.hotelgudamendi.com/es/	Single	94.20€	19 min. by bus
	Double	123.40€	
Hotel Arima (4*) arimahotel.com/es/	Single	140€	18 min. by bus
	Double	154€	



9. Registration and badges

The registration desk will be located in the Kursaal Congress Centre and will be open on Wednesday, 23 May, from 9:00 to 18:00 and on Thursday, 24 May, from 9:00 to 13:00.

Accreditation badges will be issued at the desk upon completion of registration. Participants are kindly requested to wear their badges throughout the Council session in the area reserved for the meetings and at all social events.

10. Submission of credentials and identification papers

With a view to ensuring a smooth verification process, the Member States of the Executive Council are kindly requested to submit their credentials electronically to the Secretariat no later than 14 May 2018, ten days before the opening of the session.

A scanned copy of the credentials should be sent to Ms. Zhanna Yakovleva, Chief of Cabinet at the UNWTO: zyakovleva@unwto.org. The originals must be submitted to the Secretary-General at least one day before the opening of the Council session.

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 Annex.)

Only the duly accredited delegates shall be authorized to exercise the right to vote and to take the floor at the meetings of the Executive Council.

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

Delegates are kindly requested to take note that the working documents will not be distributed on paper at the venue of the event. Therefore, delegates are kindly 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/event/executive-council-108th-session>. Delegates will be notified by e-mail of the posting of the documents.

13. Internet access

An area equipped with several computers with free Internet connection will be reserved and made available to delegates.

14. List of participants

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

The final list of participants will be completed on the basis of the data entered in the registration forms. It will be sent to the participants shortly after the closure of the Council session. It will be also posted on the UNWTO website.

15. Provisional programme

Wednesday, 23 May 2018

09:00 – 18:00	Registration and credentials
15:00 – 18:00	Programme and Budget Committee (PBC)
20:00	Transfer from the main hotels for the opening ceremony
20:30 – 22:00	Opening ceremony and welcome reception
22:00	Return to main hotels

Thursday, 24 May 2018 – Sessions 1 & 2

09:00 – 13:00	Registration
09:00 – 10:00	Credentials
10:00 – 13:00	Morning session
13:00	Group photo for heads of delegation
13:15 – 15:00	Lunch
13:15 – 15:00	Working lunch of the Committee for the Review of Applications for Affiliate Membership (by invitation)
15:00 – 18:00	Afternoon session
20:00	Departure from the main hotels for dinner
20:30 – 22:00	Dinner
22:00	Return to main hotels

Friday, 25 May 2018 – Session 3

10:00 – 13:00 **Morning session**13:00 – 13:30 **Press conference**

16. Practical information

- **Local currency and exchange rates:** The official currency of Spain is the euro (EUR). The exchange rate applicable in March 2018 is approximately 1.22 USD to 1 EUR.

Banks are open Monday to Friday from 8:30 to 14:00. Throughout San Sebastián there are currency exchange offices, which are clearly marked. There is also a currency exchange service in hotels. The city has numerous ATMs and shops accept major credit cards.

- **Weather:** The local weather is characterized by mild temperatures with high humidity, frequent cloudiness and abundant rainfall distributed evenly throughout the year. Temperatures in the month of May range between 12°C and 17°C.
- **Official languages:** Spanish and Basque
- **Local time in San Sebastián (summer time):** GMT +2
- **Electricity:** Electric power in San Sebastián is 220 volts, 50 hertz alternating current. Outlets take plugs with two round pins. In any case, most hotels have adaptors for different plug types. Please make sure that the electrical devices you will be using (computers, mobile phone chargers, electric shavers...) are suitable for this voltage, otherwise, transformers or batteries are advisable.
- **Health requirements and precautions:** No vaccinations are required to enter Spain.
- **Medical services:** San Sebastián has a good network of health centres (primary care services) and hospitals. The venue of the meeting will have a medical service providing first aid.
- **Local transport rates:** A taxi ride to the city centre of San Sebastián costs approximately €33 from the San Sebastián Airport and €140 from the Bilbao Airport. The price of the single bus ticket is €1.75. Transport cards of 6 or 12 trips are available for €9 and €16 respectively.

17. Tourist information

Spainwww.spain.info**San Sebastián**www.basquecountrytourism.euswww.sansebastianturismo.com/en

Annex: Model credentials letter¹**Standard format letter***Official letter-headed paper²***Credentials**

I, the undersigned, (name and full title of the competent authority³), hereby attest that the Government of (name of country) has authorized the following delegate to represent it at the 108th session of the Executive Council of the World Tourism Organization, to be held from 23 to 25 May 2018, in San Sebastián, Spain:

Delegate: (name and full title)

[Alternate(s)⁴]: (name and full title)

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

Name, full title and signature

¹ 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.

² Including official logo of the Ministry.

³ 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.

⁴ 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."