



Sixth Meeting of the Executive Committee of the Statistical Conference
of the Americas of the Economic Commission for Latin America and the Caribbean (ECLAC)

Madrid, Spain, 25 and 26 September 2006.

GENERAL INFORMATION

The purpose of this document is to provide delegates with general information that will be useful for their participation in the sixth meeting of the Executive Committee of the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean.

The officials responsible for coordinating the meeting will be pleased to answer any enquiries about logistics and organizational matters before and during the event.

1. General information about Spain

The sixth meeting of the Executive Committee of the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean will be held in Madrid, Spain.

The Spanish state is a parliamentary monarchy. It occupies six sevenths of the Iberian peninsula (506,013 km²) and is one of the twenty-five countries that make up the European Union (EU). The archipelagos of the Balearic Islands in the Mediterranean Sea and the Canary Islands in the Atlantic Ocean are also part of Spanish territory, as are the North African cities of Ceuta and Melilla.

In its peninsular territory, Spain shares land borders with France and the Principality of Andorra to the north, with Portugal to the west and with the British colony of Gibraltar to the south. In its African territories, it shares land and sea borders with Morocco. The Spanish territory is divided into 52 provinces, grouped into 17 autonomous communities and the autonomous cities of Ceuta and Melilla. The total population of the country is over 44 million, with a trend to increasing concentration in peripheral and urban areas, and a trend to depopulation in the central area (except Madrid) and in rural areas. The capital of Spain is Madrid, in the centre of the Iberian Peninsula, a city with over three million inhabitants and over five million in its metropolitan area.

The country has a wide variety of climates, although in general the hours of sunlight enjoyed in Spain (over 3000 per year) make it one of the warmest areas in Europe. Madrid, the city that will host the event, has a continental climate, with very brusque changes from winter to summer. The month of September is a very pleasant time to visit the city, as the temperatures are moderate, varying between 10° and 26°C.

There are a number of official languages in Spain, including Spanish, which is spoken throughout the country, and the languages specific to certain regions, such as Catalan in Catalonia, Galician in Galicia, Basque in the Basque Country, Valencian in the Autonomous Community of Valencia, and Mallorquin in the Balearic Islands.

2. GENERAL INFORMATION ABOUT THE MEETING

Venue:

The sixth meeting of the Executive Committee of the Statistical Conference of the Americas of the Economic Commission for Latin America and the Caribbean will be held in the *La Mancha meeting room of the Hotel Meliá Castilla* ***** at Capitán Haya No. 43, 28020 Madrid (telephone: (00-34) 91-567 5000; fax: (00-34) 91-567 5051; Web: www.hotelmeliacastilla.com).

Registration of participants:

Registration of participants will take place on 25 September in the foyer outside the *La Mancha* meeting room, from 8:30 a.m. onwards. The participants will receive identification tags which, for security reasons, must be worn within the Meliá Castilla hotel complex.

Opening session:

The opening session will take place in the “La Mancha” meeting room at 10:00 a.m. on 25 September.

Languages:

The official languages of the meeting will be English and Spanish. Simultaneous interpretation will be provided.

Hotel reservations:

The *Gran Hotel Canarias* ***** has been selected as the official hotel for those attending the meeting in view of its location, special tariffs and the high quality of service. The hotel is situated right in the centre of Madrid at one of the city’s best-known locations (Plaza Cánovas del Castillo N° 4, Madrid. Tel: 91-330 24 00. Web: www.granhotelcanarias.com).

The special prices for this event include accommodation and a buffet breakfast. The price for a single room is €80 (approx. US\$ 102) plus taxes (7% VAT) per night per person, and the charge for a double room is €110 (approx. US\$ 140) per night.

Reservations should be made by 21 August with Mrs. Rosa Meneses, telephone: (00-34) 91-583 92 15; fax (00-34) 91-583 18 23; e-mail rmeneses@ine.es. The form included in the annex should be used for this purpose. After 21 August, the hotel reserves the right to alter the above rate and will not guarantee availability.

Delegates must provide their arrival and departure dates, as well as the type and number of their credit card, in order to make a reservation. Hotels in Madrid apply a “no show” policy whereby the first night must be paid for once the reservation has been made. Delegates will receive their hotel bill at the end of their stay in Madrid.

Local transportation:

Airport – Gran Hotel Canarias

Delegates may take the metro or a taxi from Madrid-Barajas Airport. To travel by metro to the Banco de España station, which is the closest to Gran Hotel Canarias, delegates should take line 8 (in the direction Nuevos Ministerios) to Mar de Cristal. There they can take line 4 to Goya and at that station change to line 2 (in the direction Cuatro Caminos as far as the Banco de España station).

The price of a one-way metro ticket is €1 and a multiple ticket for 10 journeys costs €6.15. The one-way and multiple tickets can be used both in the metro and in urban buses.

The taxi fare from the airport to the Gran Hotel Canarias in the centre of Madrid is approximately €25.

Gran Hotel Canarias – Hotel Meliá Castilla

A transfer service from the Gran Hotel Canarias to the Meliá Castilla Hotel, the venue of the meeting, will be available for participants in the sixth meeting.

A transfer service will also be available to participants for the social activities held in parallel to the sixth meeting.

Coordination of the meeting:

ECLAC and the National Statistical Office of Spain will be responsible for organization of the meeting.

Substantive matters:

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National Statistical Office of Spain

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Useful information:

Local currency	The currency is the euro (€).
Local time	GMT + 2.
Electricity	220 volts (50 Hz). Travellers from some countries will need to bring an adapter.
Airport tax	Passengers at Madrid airport are not required to pay any taxes.
Tipping	Hotel rates and restaurant menus do not include a service charge. It is usual to leave a tip of between 5% and 10% of the total bill.
Taxis	Any taxi service may be used.
Business hours	<i>Shops:</i> 10:00 a.m. - 1:30 p.m. and 5:00 - 8:00 p.m. Some large stores are open throughout the day. <i>Banks:</i> 8:00 a.m. to 2:00 p.m. Cash dispensers/ATMs are available 24 hours.
Telephone system	- Long distance international call: begin with 00. - Provincial or interprovincial call: dial the complete number.

Entry requirements for Spain

Delegates are responsible for making the necessary arrangements to obtain a visa. Delegates should contact the Spanish consulate in their respective countries.

Participants who require a formal letter to submit to the Spanish consulate in their countries may apply to:

Suelí Lorenzo

Telephone: (+34) 91 583 0366

Fax: (+34) 91 583 7918

E-mail: slorenzo@ine.es

Additional information:

Although Madrid's tap water is potable, foreigners tend to be affected by the change in bacterial flora and visitors are therefore advised to drink bottled water.

As in all large cities, for reasons of safety visitors to Madrid are advised not to wear expensive jewellery or leave handbags or briefcases unattended.

Medical services:

Both the Gran Hotel Canarias and the Meliá Castilla Hotel are equipped to provide first aid in the event of an emergency.

Travel agency close to the venue of the sixth meeting:*VIAJES MARSANS*

C/ Capitán Haya, 53
28020 Madrid
Tel.: 91 571 5130
www.marsans.es

TRANSRUTAS

C/ Rosario Pino, 6-9
28020 Madrid
Tel.: 91 579 8200
www.transrutas.com

Banks close to the venue of the sixth meeting:*DEUTSCHE BANK*

C/ Capitán Haya, 38
28020 Madrid
Tel.: 91-570 91 81

CAJA MADRID

C/ Capitán Haya, 38
28020 Madrid
Tel.: 91-567 1011

Travel agency close to the Gran Hotel Canarias:*VIAJES EL CORTE INGLÉS*

Paseo del Prado, 18
28014 Madrid
Tel.: 91-389 6033

VIAJES HIMALAYA

Paseo del Prado, 46
28014 Madrid
Tel.: 91-420 2020

HALCÓN VIAJES

Carrera de San Jerónimo, 3
28014 Madrid
Tel.: 91-369 0656

Additional services:

A special module providing secretarial assistance for delegates will be set up at the entrance to the La Mancha meeting room.

E-mail:

INE shall provide two computers with Internet access for use by meeting participants.

Communications:

Telephone services will be available to delegates at the venue of the meeting. Calls must be paid for by each delegate individually, either by calling collect or by using a credit or telephone card.