



143rd IPU ASSEMBLY
Madrid, Spain
26-30 November 2021



GENERAL INFORMATION

The 143rd Assembly and related meetings of the Inter-Parliamentary Union (IPU) will be held at the IFEMA Palacio Municipal, Av. Capital de España, 7, Madrid (Spain) from Friday, 26 to Tuesday, 30 November 2021.

1. REGISTRATION

IPU Secretariat

IPU Members and Observers are requested to register their delegates to the 143rd IPU Assembly via the online registration portal to be found by clicking on the Registration button on the 143rd IPU Assembly webpage at <https://www.ipu.org/event/143rd-assembly-and-related-meetings> by ***Friday, 12 November 2021 at the latest.***

2. LANGUAGES

English and French are the official languages of the IPU. The IPU Secretariat provides simultaneous interpretation in its four working languages (Arabic, English, French and Spanish) for the plenary sessions of the Assembly, the Governing Council, and the four Standing Committees.

Four other interpretation channels have been reserved for Chinese, Japanese, Portuguese and Russian at sittings of the Assembly and the Governing Council, and for some sittings of the Standing Committees.

For enquiries, please contact conf.services@ipu.org

3. HOTEL RESERVATIONS

Information on the official hotels for the 143rd IPU Assembly can be found in the attached Hotels Brochure. Hotel reservations will be processed on a first-come, first-served basis.

Delegates should make their reservations **DIRECTLY WITH THE HOTELS** according to the information on the accredited hotels available on the official Assembly website at www.madrid143ipu.es or in the Hotels Brochure included in the invitation package.

At the same time, please forward the **Hotel, Arrival and Departure form** (attached as Form 1) to the 143rd IPU Assembly Secretariat. This form can also be downloaded from the Assembly website at www.madrid143ipu.es.

The forms should be filled out and returned to the email addresses:

ipu143@congreso.es
ipu@viajeseci.es

Information concerning hotel policies on reservations and cancellations can be found in the Hotels Brochure.

4. VISA REQUIREMENTS

In order to obtain a Spanish visa, applicants need to contact the nearest diplomatic/consular mission of the Kingdom of Spain.

A Note Verbale must be enclosed to the application.

Participants in the 143rd IPU Assembly shall be exempt from payment of consular fees and related charges.

5. ARRIVAL AND DEPARTURE

Participants **are requested to provide accurate arrival and departure information for their delegation**, including arrival and departure dates and times. The Hotel, Arrival and Departure Form is attached as **Form 1**. It can also be downloaded from www.madrid143ipu.es.

The Hotel, Arrival and Departure form (Form 1) must be completed and returned to the 143rd IPU Assembly Secretariat by no later than **12 November 2021** at the following addresses: ipu143@congreso.es
ipu@viajeseci.es

Any changes thereto should also be communicated promptly to the 143rd IPU Assembly Secretariat.

Delegations are kindly requested to arrange their own transportation from the airport to hotels.

Adolfo Suarez Madrid Barajas Airport is located 12 km away from the city centre and can be reached easily, comfortably and affordably by public transport (bus, train, underground).

If you would rather take a taxi, please note there are two different fares:

FARE 4 (flat fare to the airport) €30

Journeys originating or ending between the airport and Calle 30.

No supplements can be added to this flat rate fare, which is also not eligible for the maximum rate for services booked online or by phone, provided the passenger is present at the meeting point at the agreed time.

FARE 3 (minimum fare to the airport)

If the journey is less than 9.5 km in distance and has not been booked online, the minimum taxi fare will be €20. If it is more than 9.5 km in distance (or the equivalent initial time), the price will increase in line with the corresponding fare.

More information can be found at <https://www.aena.es/en/adolfo-suarez-madrid-barajas/getting-there/car.html>

6. TRANSPORTATION SERVICES

The Spanish Parliament will provide a shuttle service from the official hotels to all official events for the duration of the Assembly.

Timetables will be displayed at information desks in hotels.

7. INFORMATION DESKS

Information desks will be open from 23 to 30 November in the lobbies of the official hotels.

8. SECURITY

The host Parliament will take the necessary measures to ensure the security and safety for Speakers of parliaments and other heads of delegation, delegates, invited guests, as well as their belongings, during the 143rd IPU Assembly, until departure from the Kingdom of Spain.

The host Parliament will be responsible for security and safety at the 143rd IPU Assembly venue, official hotels and social events.

Delegates are requested to wear their 143rd IPU Assembly ID badge AT ALL TIMES, both at the Assembly venue and at all official events to which they are invited.

9. MEDICAL SERVICE

First-aid services and medical staff will be available at the Assembly venue. All other medical services will be at the participants' own expense. Participants are advised to purchase adequate health insurance.

Persons under special medical treatment are advised to bring sufficient quantities of necessary medication. The Secretariat of the host Parliament must be informed of specific medical or other indication (dietary needs, allergy, limited mobility) as soon as possible so that the necessary precautions or measures can be taken speedily.

10. SANITARY REQUIREMENTS

To enter Spain from third countries, please refer to the web pages of the relevant Embassies. The Assembly's webpage shall also provide detailed information in this regard.

<https://www.mscbs.gob.es/en/profesionales/saludPublica/ccayes/alertasActual/nCov/spth.htm>

COVID regulations in force in the Autonomous Region of Madrid are enshrined in ORDER 1244/2021 of 1 October, of the Regional Ministry of Health.

These are the most relevant measures:

Mandatory use of face masks

1. Masks are mandatory from the age of 6 in the following cases:

- a. Any closed public use indoor setting, or open to the public, regardless of the need to keep social distancing.
 - b. Outdoors when, given the number of people present, it is not possible to keep to minimum 1.5-metre social distancing, except as regards groups of members of the same household.
 - c. In air, bus or train transport, including platforms and stations, or in cable cars, as well as in other public and private means of transport in vehicles of up to nine places, including the driver, if the individuals in the vehicle are not members of the same household.
 - d. At mass outdoor events, when attendees are standing or when they are seated but cannot keep to 1.5-metre social distancing, except groups of members of the same household.
2. **The use of face masks is not mandatory in the following cases:**
- a) cases included in section 6.2 of Act 2/2021 of 29 March, on urgent prevention, containment and coordination measures to face the health crisis caused by COVID-19.
 - b) when practising sports outdoors.
 - c) while drinking or eating.
 - d) in swimming pools, when swimming and while the individual remains in a given place and is not moving, and provided that social distancing with other people not from the same household can be observed.
 - e) at places of work, when workers remain seated and provided that social distancing of 1.5 metres with other workers/users can be observed.
 - f) during judicial proceedings, provided that social distancing of 1.5 metres can be observed or, when the latter is not possible, if there are protective separating screens.
1. **The mandatory use of a face mask also implies that it must be correctly used, covering from nose to chin.**
 2. **Masks must not include exhalation valves, except for in the case of professional uses for which this type of mask is recommended.**

Obligation to observe the indications regarding isolation and quarantine:

1. Those persons considered as confirmed active infection cases and those considered as close contacts of a suspected case, whether likely or confirmed, must follow the relevant isolation or quarantine indications given by the assistance or public health bodies, and not leave their place of residence or the isolation or quarantine place in any circumstances, except following explicit authorization by the health service according to duly justified causes.
2. In the event of epidemic outbreak in a social environment or an increase of incidence rate in a specific geographical area, affected citizens must actively

cooperate in screening with active infection diagnostic tests to be determined by the health authorities according to their nature and scope.

11. INSURANCE

Participants are advised to purchase their own all-risk insurance.

12. PRESS SERVICE

A Press Service will operate throughout the Assembly to answer media enquiries and help facilitate press interviews. The person in charge of this service is Mr. Thomas Fitzsimons, IPU Communications Director, who can be contacted by email at tf@ipu.org. Mr. Fitzsimons will also assist delegations wishing to meet with the press.

Journalists wishing to cover the Assembly must receive accreditation from the Press Service in order to receive the necessary documentation and identity badge.

13. ON-SITE SERVICES

The following services will be available at the IFEMA Recinto Ferial:

- post office
- banking and currency exchange; ATM machines
- Internet and typing pool, restaurants and cafes
- travel centre

14. OTHER USEFUL INFORMATION

a. Weather

The average temperature in Madrid in late November varies between +6°C and +13°C.

b. Electricity

The power supply in Spain is 230 volts, 50 hertz. Sockets are type F. If your electric devices operate at a lower voltage, or are equipped with different plug types, you will need a voltage converter/adaptor.

c. Time zone

The local time is GMT+1.

d. Currency and banking services

The official currency is the euro (EUR), consisting of banknotes and coins. The exchange rate is *approximately*:

1 EUR = 1.16 USD

Money can be exchanged at banks or currency exchange bureaus. Most major credit cards are widely accepted.

e. Emergency telephone numbers

IPU Assembly secretariat: **+34 91 390 6352 / 7293**

Police	091
Emergency	112

f. **Mobile phones**

Spanish mobile networks are compatible with most mobile telephones.
Prepaid SIM cards for all mobile networks are widely available for purchase.

15. RECEPTIONS AND SOCIAL EVENTS

I. **Reception for the IPU Executive Committee**

Date: 24 November 2021, 20:30

Venue: Restaurante El Filandón

II. **Inaugural Reception for Heads of Delegations**

Hosted by the Speakers of the Congress of Deputies and Senate of Spain.

Date: 26 November 2021, 21:00

Venue: Hotel Four Seasons

III. **Luncheon for Speakers of Parliament**

Date: 27 November 2021

Venue: Hall Hanoi, 4th Floor Palacio Municipal

IV. **Embassies' night**

Date: 28 November 2021

Please confirm your participation at the events and inform us about any food allergy or dietary restriction at: ipu143@congreso.es

ipu@viajeseci.es