



## INFORMATION NOTE FOR IN-PERSON PARTICIPANTS

The Executive Bureau will be held back-to-back with the Mediterranean Urban Migration (MUM) Forum. The updated consolidated programme is available in UCLG Meets.

### **What do you need to know?**

#### **Entry requirements:**

Due to the global COVID-19 pandemic, we advise you to carefully monitor and comply with the most up to date travel conditions and restrictions for entering Spain and also transit countries if applicable. This may include COVID testing, filling out of other documents and being in possession of a COVID19 Vaccine Certificate. Please make sure you comply with the specific requirements applicable to you in [this website](#) before boarding your transport.

Participants arriving from non-Schengen countries or those do not have the EU Digital COVID Certificate or EU equivalent, must fill in the SPTH Health Control Form manually entering the data of vaccination, recovery or diagnostic test certificate through the website <https://www.spth.gob.es> / or the Spain Travel Health application (SpTH). The system will send a QR code that should be presented both prior boarding, and upon arrival in Spain.

#### **Interpretation:**

Interpretation for the Executive Bureau meetings will be available in English, French and Spanish, as well as Chinese, Turkish and Russian for the statutory sessions. **Interpretation at the hybrid room (Sala Albaicín) will be managed remotely.** This means that the interpreters will not be in the space where the meetings are being held. **We cannot have additional booths or include languages remotely during sessions.** If you have any doubts about this, please contact the World Secretariat.

Regarding the MUM Forum Sessions, interpretation will also be available in English, French, Spanish and Arabic.

### **Logistics in the Palacio de Congresos**

#### **Accreditations:**

Entrance accreditations will be managed in conjunction with the MUM Forum.



### Venue:

The venue is the **Palacio de Congresos y Exposiciones de Sevilla – Fibes** (Avenida Alcalde Luis Uruñuela,1 – 41020 Seville (Spain)).

### Transport:

The World Secretariat will offer a **shuttle service** every morning and every afternoon to and from Fibes and the city centre, where the main hotels for in-person participants are located. Boarding point and schedule for the bus service will be published on UCLGMeets.

### Lunch:

Lunch will be served at the meetings venue for all participants.

### Hybrid meetings:

Our hybrid meetings will be live from **Sala Albaicín** and broadcasted via Zoom for the online participants.

### Seating arrangements:

We have **limited seating capacity** and **priority will be given to the Presidency, Vice-Presidency, Policy Councillors and Chairs of UCLG consultation mechanisms.**

You will see that there are some chairs with microphones in the front rows, which are reserved for our leadership. No nameplates will be available, except for the Presidency and listed speakers.

Seating priority will be given to those who are on the speakers' lists and those who are chairing or presenting agenda items. We kindly ask for your patience and flexibility, and we will do our best, as always, to accommodate everyone.

### Security and safety:

For security reasons luggage and suitcases are not allowed inside the meeting room. Only handbags or regular size backpacks are allowed.

In case of any medical emergency during your stay, you should contact and request information or seek assistance from local sources/hotel:

Ambulance: 061  
Fire brigade: 080  
National police: 091  
Local police: 092



We would also like to call your attention to the fact that the summer Andalusian climate can be hot and dry, and Seville is no exception to these conditions. Most indoor locations, including hotels and meeting venues, count with air conditioning but please be aware that temperature during the day can easily reach 40°C.

### **Documents and agendas**

As was the case in our Annual Retreat and World Council last year, the UCLGMeets platform is the virtual go-to space where our community can gather.

You can find here the [detailed programme](#), which will lead you directly to the Executive Bureau space on the platform. There is no need to create a specific account to access the programme of the Bureau.

**The platform will be the main one-stop space during the whole event:** you will be able to check the interactive programme and find all resources, links and materials that will be useful during the week.

### **Governing Bodies Members only area:**

Please note that background documents are only available to the members of the corresponding bodies, the links to which can be found under each meeting on the programme. To access them, please connect with the credentials you used to create your account on UCLGMeets, or click on "sign up" to create your account. Should you have any issues or questions regarding your UCLGMeets account, please contact [info@uclg.org](mailto:info@uclg.org).

- We will try to have a **paperless event** so we invite you to consult the documents beforehand and print as little as possible. The World Secretariat will not have printing facilities in Fibes.
- In case of any changes in the programme, we will inform you during the sessions and through the UCLGMeets.

We hope to see you soon. Do not hesitate to contact the World Secretariat, should you have any questions or suggestions.

See you in Seville!