

# ADMINISTRATIVE CIRCULAR



## **6<sup>th</sup> ASEM CONFERENCE ON COUNTER-TERRORISM**

3-4 April 2008, Madrid (Spain)

## 1. General Information about the Conference

ASEM (Asia-Europe Meeting) is a dialogue forum with 45 partners; the EU countries, the EU Commission, the ASEAN countries, as well as China, Japan, South Korea, Mongolia, India, Pakistan and the ASEAN Secretariat. In addition to the summits for heads of governments and states, which take place every two year, ASEM has more than 100 initiatives within the political, the economical as well as the cultural spheres. This Conference on Counter-Terrorism is one of such initiatives.

During the ASEM 4 Summit in Denmark (2002), the ASEM partners decided to focus more on counter-terrorism and thus agreed on a declaration on cooperation against international terrorism. CT Conferences have since been held on yearly basis, in Beijing (2003), Berlin (2004), Semarang (2005), Copenhagen (2006), and Tokyo (2007).

The 6<sup>th</sup> Conference will be held in Madrid on 3<sup>rd</sup>-4<sup>th</sup> of April 2008.

Due to space constraints, each delegation will be requested to limit the number of its member to a maximum of four (4). The participants are expected to bear expenses for traveling and accommodations.

## 2. Date and Venue of the Conference

Date: 3-4 April 2008      Venue: **Madrid**

Hotel Meliá Madrid Princesa  
27, Princesa  
28008 - Madrid - SPAIN  
Tel.: +(34) 91 541 82 00

Map of the venue of the Conference:

<http://callejero.paginasamarillas.es/flash/mapa.asp?ciudad=madrid&x=-7483&y=2813&EnableScale=1&idCalle=5092&showmc=0&nzf=4&l1=28008,%20MADRID&l2=Calle%20Princesa,%2027>

## 3. Registration of the Delegates

Registration form is attached as Annex 2. All delegates are requested to accomplish and submit the registration form **by 10<sup>th</sup> March 2008 by email** at:

Ms. Laura Martínez Bocos  
Desk Officer on International Affairs of Terrorism  
MINISTRY OF FOREIGN AFFAIRS OF SPAIN  
Tel: +(34) 91 379 17 37  
Fax: +(34) 91 394 86 24  
E-mail: [laura.martinez@mae.es](mailto:laura.martinez@mae.es)

A confirmation receipt will be sent through email.

#### 4. Meeting Secretariat

During the preparation phase, the contact details of the person in charge are:

Ms. Laura Martínez Bocos  
Desk Officer on International Affairs of Terrorism  
MINISTRY OF FOREIGN AFFAIRS OF SPAIN  
Tel: +(34) 91 379 17 37  
Fax: +(34) 91 394 86 24  
E-mail: [laura.martinez@mae.es](mailto:laura.martinez@mae.es)

#### 5. Entry Formalities

All delegates will require a valid passport to enter Spain. Delegates may inquire from the Spanish Embassies accredited in their countries of origin, whether they need to get a Visa to enter Spain.

#### 6. Hospitalities

As the host of the Conference, the Spanish Ministry of Foreign Affairs will provide the following for the duration of the conference:

- Coffee breaks on both conference days.
- Lunch in the Conference Hotel on April, 3.
- Dinner Cocktail at Santa Cruz Palace. Ministry of Foreign Affairs and Cooperation of Spain on April, 3.

#### 7. Accommodation for the Delegates (Spanish Hotels quality -from 1 to 5 \*)

For purposes of coordination, all delegates are advised to book and pay themselves their accommodation. We recommend to you to book before the 15<sup>th</sup> of March to ensure a room.

If you decide to book in one of the hotels that we have recommended you, and to have the special discount, please make reference to: "ASEM-Terrorism". You have these specials rates between March, 31<sup>st</sup> and April, 6<sup>th</sup>.

HOTEL HUSA PRINCESA (5\*) (This hotel has requested you to book via fax).

40, Princesa  
Tel.: +(34) 91 454 72 29  
Fax: +(34) 91 542 73 28  
Web: [www.hotelhusaprincesa.com](http://www.hotelhusaprincesa.com)

Rate per double room/day (breakfast and VAT included): 210€

Rate per single room/day (breakfast and VAT included): 190€

### HOTEL BEST WESTERN PREMIER SANTO DOMINGO (4\*)

13, Plaza Santo Domingo

Tel.: +(34) 91 547 98 00

Fax: +(34) 91 547 59 95

Web: [www.hotelsantodomingo.com/index.html](http://www.hotelsantodomingo.com/index.html)

Rate per double room/day (breakfast included / VAT not included): 145€

Rate per single room/day (breakfast included / VAT not included): 116€

- VAT: 7%

For alternative accommodation offers and other activities, please contact at:

- [www.esmadrid.com](http://www.esmadrid.com)

Each participant will be required to cover the room charge and other additional cost and expenses of accommodation and transportation.

## **8. Meals**

The Government of Spain will provide buffet lunch and morning snacks for the duration of the conference. Furthermore, all delegates are invited to a dinner cocktail at Santa Cruz Palace on April, 3.

Dietary preferences / restrictions must be stated in the delegates' registration forms.

## **9. Transportation Airport-Hotel**

- **By Taxi:** to take a taxi you must go to the appropriate taxi stand. Ignore any drivers who offer their services unsolicited inside the terminals. Make sure that the taxi driver has started up the taximeter at the start of the journey (minimum fare). Demand a bill in the case of any complaint.

It costs approx. 27-35€ and takes about 15-20 minutes from the Airport to the city center. They accept only Euro in cash, and usually they do not accept credit cards. They charge you 5.25€ for all the journeys from and to the airport, but not for the suitcases.

- **By Underground:** you can take the line 8 from the airport (2€) and change to the line that has a station closer to your hotel. You can look up the map of Madrid Underground at: [www.metromadrid.es/01\\_plano.asp](http://www.metromadrid.es/01_plano.asp)

- **By bus:** from the terminals 1, 2 and 3, you can take the line 200 to Avenida de América, where you can find four lines of the underground (4, 6, 7 y 9). From the Terminal 4, you can take the line 204, also to Avenida de América.

## **10. Transportation Hotel-Conference**

Hotels are within walking distance (around ten minutes). We are very sorry but there won't be buses collecting the participants from the Hotels. You'll have to go by your own (walking distance, or by public transport).

## **11. Currency Exchange Rate**

Spanish' currency is Euro (€). The currency exchange rate is approximately 1€ = 1.46US\$ (February, 7, 2008).

## **12. Insurance**

The Spanish Government can take no responsibility for medical or travel insurance for participants. It is strongly recommend that participants make arrangements for the necessary insurance coverage.

## **13. Medical Clinic**

For emergency, please refer to the acute ward at:

Hospital Universitario La Paz  
Paseo de la Castellana, 261  
28046 Madrid  
Tel. +34 91 727 73 39

National emergency tel.: 112 (in Spain)

## **14. Telecommunications**

Local dial telephone, facsimile and Internet services are available at the hotels. International telephone and facsimile access are available for a fee, which shall be borne by the Delegate.

## **15. Security**

All necessary measures will be taken to ensure the security of participants. Possession of firearms and deadly weapons are prohibited in Spain.

## **16. Liability**

The organizers shall not be held liable for personal accidents or losses, or damage to personal property of the registered participants in the meeting. Participants should make their own arrangements with respect to personal insurance.

## **17. Climate and Dress Code**

Generally, April is a comfortable season. Average temperature in Madrid is around 15-20 Celsius. We kindly advise for checking local weather conditions on the internet, if necessary.

The Dress Code for the Conference is business attire.

## **18. Business and Shopping Hours**

Private and government offices are mostly open from 9:00 a.m. to 2:00 p.m. Most shopping malls, department stores, and supermarkets are open from 10:00 a.m. to 8:30 p.m. daily. There are 24-hour convenience stores and drugstores.

Banks are open from 8:30 a.m. to 2:00 p.m., Mondays to Saturday, with automated teller machines (ATM) operating 24 hours.

## **19. Tipping**

Tipping is not required in Spain. It is a personal choice.

## **20. Electricity**

Hotels have 220-volt outlets in their guest rooms.

## **21. About Madrid**

Madrid, Spain's capital, is a cosmopolitan city. Its position as a centre for economics, finance, administration and services combines the most modern infrastructure with an important cultural and artistic heritage, the legacy of centuries of fascinating history.

Madrid is strategically located at the geographical centre of the Iberian peninsula, 646 metres above sea level. Its old town is exemplary among major European cities, and blends harmoniously with the most modern and convenient of urban infrastructure. Madrid offers a broad range of accommodation and services along with the most advanced audiovisual and communication technology. All this, combined with the momentum of a society that is dynamic and open, and at the same time warm and welcoming, has turned this metropolis into one of the western world's great capitals.

The Madrid area has been settled since the Lower Palaeolithic age, but it was not until 1561 that King Philip II made it the capital of his mighty empire. The historic old town, also known as "Madrid de los Austrias" (referring to the Hapsburg empire) is a living example of the city's 16th and 17th century heyday, as is its impressive Plaza Mayor (square), which was opened in 1620 and remains one of Spain's most popular and typical spots.

Near to the Plaza Mayor is the so-called "aristocratic centre" of Madrid, home to the stunning Royal Palace, a 17th century monument that combines Baroque and Classical styles. Next to the palace you can find the Plaza de Oriente (square), the Opera House

and the modern Almudena Cathedral, consecrated in 1993 by Pope John Paul II. This ensemble of monuments is completed by the Puerta del Sol, a square flanked by select shops, and the "Paseo del Arte", so called for its unique museums, palaces and gardens, not forgetting the unmistakable Bank of Spain building, the Palacio de las Telecomunicaciones (currently home to the Spanish Post Office) and the Cibeles and Neptuno fountains.

Art and culture are central to Madrid life. The city has 73 museums that cover all fields of human knowledge. Of these, the most important are the Prado Museum, one of the world's greatest art galleries, the Thyssen-Bornemisza Museum with more than 800 paintings, sculptures and tapestries that go from the earliest Dutch masters to the most avantguard trends, and the Reina Sofía National Art Centre, which is dedicated to Spanish contemporary art, with works by Picasso, Joan Miró, Salvador Dalí and Juan Gris among others.

Visitors and residents alike can enjoy the sun, go for walks, go rowing or feed the squirrels in Madrid's large, impeccable parks and gardens. The Retiro Park, once playground of Spanish Monarchs, the Casa de Campo and the Juan Carlos I Park among others make Madrid one of Europe's greenest capitals. Madrid is also one of Europe's most attractive business centres. Its international airport receives more than one thousand flights weekly from all over the world and it has two main conference centres, as well as the modern Campo de las Naciones exhibition centre and a capacity to hold more than 80,000 people in other varied conference and meeting facilities.

If there is one thing, however, that characterizes Madrid, it is the deep, contagious passion for life reflected in its friendly, welcoming people. Madrid boasts concerts, exhibitions, ballets, select theatre productions, and the latest cinematographic releases. You can sample a wide variety of the finest Spanish and international cuisine or be enchanted by its bars and taverns. These are just some of Madrid's leisure alternatives, alongside tempting shopping in the most traditional establishments and world-famous outlets stocking the finest international brands.

Madrid's happening nightlife is another major attraction. Its pubs, bars, discos and flamenco clubs have a tremendous atmosphere, while by day there are traditional verbenas (open-air dances), popular festivals or the San Isidro bullfighting festival - rated as the world's most important.

## OFFICIAL REGISTRATION FORM

Please complete using BLOCK CAPITALS and **send by email** to  
Ms. Laura Martínez Bocos, Desk Officer on International Affairs of Terrorism,  
Ministry of Foreign Affairs of Spain

E-Mail: [laura.martinez@mae.es](mailto:laura.martinez@mae.es)

**DEADLINE FOR REGISTRATION: 10<sup>TH</sup> MARCH 2008**

### DELEGATION INFORMATION

Country .....  
Phone .....  
E-mail .....  
Fax .....

### HEAD OF DELEGATION

Title Mr | Mrs | Ms | Dr | Other .....  
First Name(s) .....  
Surname(s) .....  
Organisation .....  
Position .....  
Special /Dietary Requirements .....

### OTHER MEMBERS OF DELEGATION

Title Mr | Mrs | Ms | Dr | Other .....  
First Name(s) .....  
Surname(s) .....  
Organisation .....  
Position .....  
Special /Dietary Requirements .....

Title Mr | Mrs | Ms | Dr | Other .....  
First Name(s) .....  
Surname(s) .....  
Organisation .....  
Position .....  
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