

# Practical Information Note

## Conference on Gender Equality

14-15 November 2023

Madrid, Spain



**SPANISH**  
PRESIDENCY  
COUNCIL OF THE  
EUROPEAN UNION



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## General information

The Spanish Presidency of the Council of the European Union or *Presidencia Española de la Unión Europea* (PEUE-23) is delighted to have the opportunity to welcome you to Madrid to celebrate the International Conference on Gender Equality.

For your visit, the PEUE-23 team has the pleasure to convey the following practical information.

Please note that all information may be subject to change, in which case it will be communicated by the Presidency in due time.

This **Practical Information Note** (PIN) provides general information on logistical and organisational aspects to help you prepare for the meeting and a timeline of steps we kindly ask you to take in advance.

Prior to the event, you will further receive:

- Programme of the events
- Background papers

## Venues and dates

DATE	DETAILS	WHERE: Madrid
Until 6 November	Closure of the online accreditation platform	Via the online accreditation platform
14 November	Arrival of participants	Museo del traje
14 November	EU Conference	Museo del traje
15 November	International Forum on Gender Equality	Museo del traje

### 14 November

08:50 – 09:50	Registrations and welcome coffee	Museo del traje
<b>09:50 – 17:30</b>	<b>EU Conference</b>	Museo del traje
20:00-23:00	Dinner of the Conference	Círculo de Bellas Artes

### 15 November

08:30 – 09:30	Welcome coffee	Museo del traje
<b>09:30 – 13:00</b>	<b>International Forum on Gender Equality</b>	Museo del traje

## Delegation size

The size of delegations is **limited to 1 Head of Delegation (HoD) plus 2 member of the delegation**.

The format for the hosted dinner on 14 November 2023 is HoD+2. **The dress code for the dinner: smart casual.**



## Badges and accreditation

The accreditation officer (DAO) of each delegation shall receive an email including the web address and login details to register the members of his/her delegation in the Presidency's accreditation platform. The accreditation platform is open until **6 november 2023**.

- **Badges:** identification cards for all members of the delegation according to their position and function.

**Badges will be available upon the main entry of the Museo del Traje** Accreditation badges will be distributed to the delegations after their arrival at the venue on 14 November (08:50 – 09:50) and will be valid for all the events. For further information or in the event of problem with the accreditation of any member of your delegation, please contact: [peue2023@csd.gob.es](mailto:peue2023@csd.gob.es)

In case of **loss** of badge, please report it immediately to the Accreditation centre or [peue2023@csd.gob.es](mailto:peue2023@csd.gob.es). The validity of the badge will be immediately terminated, while the accreditation team will create a new badge upon your request.

**All personal information provided during the accreditation will be processed only in accordance with [General Data Protection Regulation \(GDPR\)](#)**

Please make sure to **wear your badges visibly** at the meeting venue and other official programme venues. The data transferred to other companies due to strict management needs will remain subject to the aforementioned legislation.

## Transfers and public transport

All the delegations are required to make their own travel arrangements to Madrid.

Transport to and from Madrid airport is available by bus, metro and taxi services.

- ∞ Public transport from the airport to Madrid :
- ∞ By metro <https://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bymetro.htm>
- ∞ By Train <https://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bytrain.htm>
- ∞ By Taxi <https://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bytaxi.htm>
- ∞ By Bus <https://www.aeropuertomadrid-barajas.com/transportation/madrid-airport-bybus.htm>
- ∞ Arriving by plane in Madrid: <https://www.aeropuertomadrid-barajas.com/eng/madrid-barajas-airport-info.htm>
- ∞ How to get to the Museo del Traje: you can take metro line 6 and get off at *Ciudad Universitaria* station. From there, the museum is a few minutes' walk away. If you prefer to take a bus, lines 82, 132, G and U are the ones that stop closest to the museum: [https://www.turismoenmadrid.com/museo-del-traje/#Ubicacion\\_y\\_como\\_llegar\\_al\\_Museo\\_del\\_Traje](https://www.turismoenmadrid.com/museo-del-traje/#Ubicacion_y_como_llegar_al_Museo_del_Traje)
- ∞ How to get to Hipódromo de la Zarzuela: [LINK](#)

## Travel between venues and hotels

November 14th:

Transfers from ILUNION Pio XII hotel – ILUNION Madrid Suites (López de Hoyos) – Costume Museum at 8:00

Transfer back to hotels at 5:30 p.m.

Transfer from the hotels to the Círculo de Bellas Artes at 7:15 p.m.

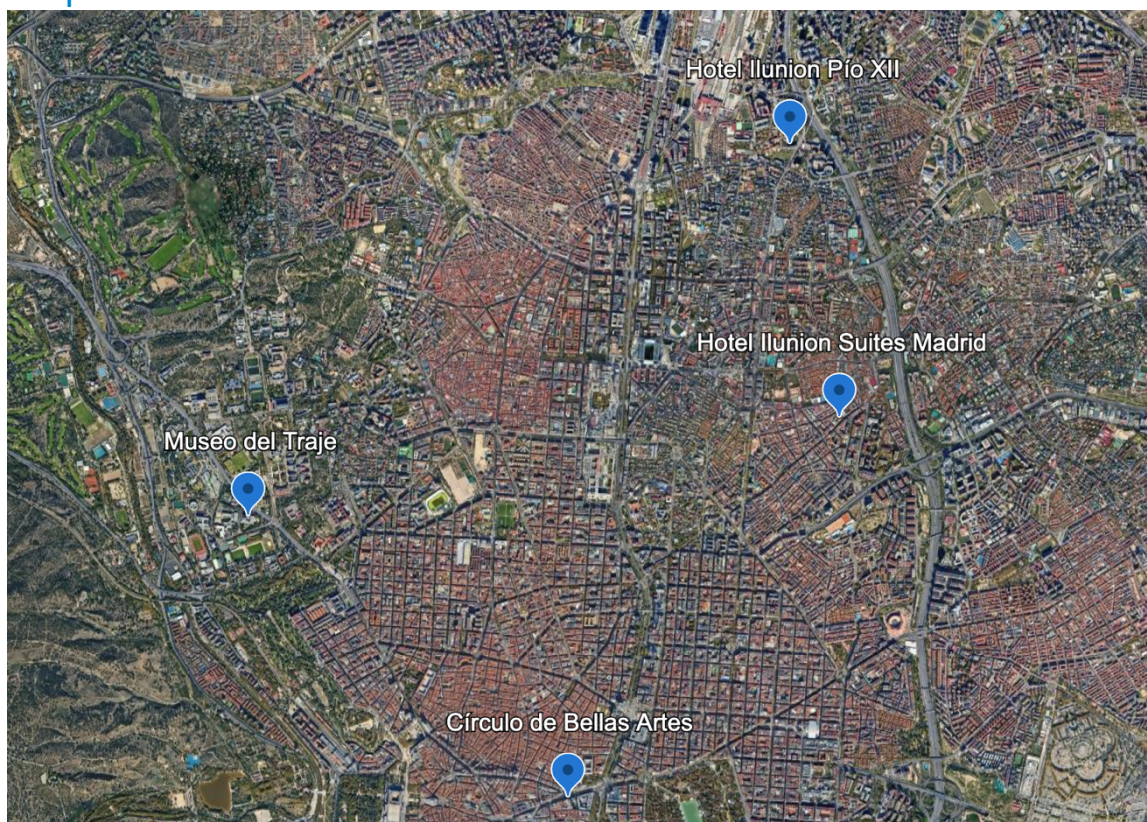
Transfer from the Círculo de Bellas Artes to the hotels after dinner at 11:00 p.m.

November 15:

Transfers from the ILUNION Pio XII hotels – ILUNION Madrid Suites (López de Hoyos) – Costume Museum at 8:00.

Transfer to the airport at 1:00 p.m. (at the end of the conference).

### *Map of the venues and hotels*



**Museo del Traje** Av. de Juan de Herrera, 2, 28040 Madrid

**Hotel Ilunion Pio XII** Av. de Pío XII, 77, 28016 Madrid

**Hotel Ilunion Suites Madrid** C. de López de Hoyos, 143, 28002 Madrid

**Círculo de Bellas Artes** C. de Alcalá, 42, 28014 Madrid

### *Security*

Providing a safe environment for delegations is of paramount importance to the Spanish Presidency. For security reasons, **badges must be always worn visible**. Access to the conference venues will be denied in the absence of a visible worn badge.



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Please note that all delegates will be asked to go via security check while entering the meeting venue.

## Accommodation

The organization team kindly ask you to book your accommodation only via the links with preferential prices (20% discount) provided below as soon as possible. This link will be valid until 12 November.

[Ilunion Pio XII](#) Av. de Pío XII, 77, 28016 Madrid

[Ilunion Suites Madrid](#) C. de López de Hoyos, 143, 28002 Madrid

Please note that the Presidency do not cover accommodation costs or additional expenses (beverages, minibar, lunches, etc.).

## Meeting venue and facilities

The Spanish Presidency will provide all necessary services, such as a cloakroom, internet connection, and working facilities for delegations at the conference venues. The Wi-Fi password will be provided at the location. If you require photocopying, printing or scanning during the informal meeting, please inform the PRES team. There will be one central printing and photocopying point in the meeting venue.

## Catering

Food and beverage will be provided throughout the events.

## Interpretation

**Simultaneous interpretation** will be provided. The following languages will be available during the meetings: Spanish and English.

## Contact

**For any questions, please consult the coordination team at tel.:**

**Juan Martorell: +34662359196**

**Pilar Barrero: +34682693865**

**Belén Lara: +34608202624**

**Judith Masiá : +34659152529**

**or by email [peue2023@csd.gob.es](mailto:peue2023@csd.gob.es)**

## General information

**Emergency number:** 112

**Electricity:** 230V, 50 Hz.

**Local time:** Central European Summer Time Zone (CEST) – GMT +1:00

**Country code:** Spain +34

**Currency:** euro

**Tap water:** Spanish water is regularly tested for quality and is safe to drink.





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## Presidency website

The website of the Spanish Presidency of the Council of the European Union 2023, <https://www.eu2023.es>; contains information on all topics related to the Presidency available in Spanish, English.

You can also check specific information of the High Council for Sport events at [this link](#).

## Social media

All content related to the Spanish Presidency will be available on social media accounts:

**Facebook:** <https://www.facebook.com/ConsejoSuperiordeDeportes/>

**Twitter:** @deportegob or <https://twitter.com/deportegob>

**Instagram:** deportegob or <https://www.instagram.com/deportegob>

**YouTube:** <https://www.youtube.com/CSD>



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