



IOSCO General Secretariat GUIDEBOOK



GUIDEBOOK INDEX

I. General Information	2
II. Health Protocol	2
III. Visa requirements for entering Spain	2
IV. Hotel accommodation	2
V. IOSCO General Secretariat from Barajas Airport	3
VI. Meeting registration	3
VII. Entering IOSCO premises – Security badges	4
VIII. Meeting documents	4
IX. Breaks and Social Events	4
X. Bilateral meeting rooms	4
XI. Wireless Internet (Wi-Fi)	4
XII. Madrid Tourism and Cultural Information	5
XIII. Madrid City Guide and Restaurants APPs	5
XIV. Madrid and Secretariat Area Maps	6
XV. Contacts	7

I. General Information

Welcome to the IOSCO General Secretariat! This handbook provides logistical information that we hope you find it useful for your visit. If you have any questions or requests, please feel free to contact the IOSCO General Secretariat at info@iosco.org or met@iosco.org.

II. Health Protocol

No restrictions are applied to travellers wishing to visit Madrid, however mask are mandatory in public transportation, chemist, medical centres and elderly homes. A responsible use of the mask is also recommended in closed spaces of public use in which people transit or spend a long time. Likewise, the responsible use of the mask in crowded events is recommended for all people with a greater vulnerability to COVID-19 infection to maintain the use of a mask in any situation in which there is prolonged contact with people at a distance of less than 1.5 meters.

III. Visa requirements for entering Spain

Information on visa requirements for entering Spain can be found on the official website of the Department of Foreign Affairs ([link](#)). As the time needed for a visa request varies from case to case, visitors are strongly recommended to take the necessary steps well in advance (at least 15 days before the intended visit), so that the visa can be issued in the required time. Applications are generally processed within 10–15 days. When completing the registration form for the meeting, please let the IOSCO General Secretariat know that you require a visa support letter.

[Visa provisions according to nationality](#)

IV. Hotel accommodation

IOSCO suggests the following hotels (listed in the ANNEX 1) with which agreements and partnerships have been brokered. You can book your hotel room through the “**Hotels and Practical Information**” document provided in the registration form. Unless otherwise agreed, you are responsible for settling your hotel bill. All hotels accept major credit cards.

V. IOSCO General Secretariat from Barajas Airport

By taxi:

Taxis can be hailed outside the arrivals section of the Airport.

The journey into Madrid city centre takes approximately 20 minutes and prices range from approx. €30 – €40.

By Airport Express bus (the yellow one):

An express bus runs every day from terminals T1, T2 and T4 of Adolfo Suárez Madrid-Barajas airport to the Atocha transport hub or to the Cibeles Metro station.

Frequency in normal traffic conditions is every 15-20 min from 6:00am to 11:30pm and every 35 min. from 11:30pm to 06:00am.

The flat rate fare is 5€ (you can pay for the journey directly to your bus driver in cash or via credit card).

For more information please visit:

<https://www.emtmadrid.es/Bloques -EMT/Aeropuerto.aspx?lang=en-GB>



By Metro Line 8:

The metro line 8 “Nuevos Ministerios – Aeropuerto T4” connects the terminals to Madrid city from 06.05 a.m. to 01.30 a.m.

From Nuevos Ministerios you may walk to our offices (20 minutes), or change to metro line 6 to Republica Argentina (1 stop) which is a 5 minutes-walk from us.

The journey lasts around 15-20 minutes.

Price of a one way journey + the airport surcharge is aprox. €5.

VI. Meeting Registration

The IOSCO General Secretariat uses an online registration for meeting participants to register. Only registered participants will be allowed into the IOSCO building and can attend meetings for which they are registered.

Registrations are made through the IOSCO Members Area.

To request your own account: https://www.iosco.org/members_area/?requestLogin=1

If you have an account but cannot recall your password, you may request a reset via the following link: https://www.iosco.org/members_area/?forgotPassword

VII. Entering IOSCO premises – Security badges

When you arrive at the main entrance of the IOSCO building, you will be issued a security badge, which provides access for the duration of your meeting. You will need to show your passport or national photo identity card as proof of identity. At the end of the event, the badge should be returned to the security guard before you have exited the IOSCO building.

VIII. Meeting Documents

Delegates should bring their own documents for in-person meetings at the IOSCO General Secretariat. Documents are usually available in the Members Area of the IOSCO website ahead of meetings.

IX. Breaks and Social Events

The IOSCO General Secretariat provides coffee, tea, snacks, lunches throughout the meeting. An official dinner might be part of the programme. In which case participants will be informed in advance accordingly.

X. Bilateral meeting rooms

At the present, there is only one room available for bilateral meetings. Please consult the Meetings and Events Team (met@iosco.org) in advance if you would like to book a slot.

XI. Wireless Internet (Wi-Fi)

Free Wi-fi is available through the “IOSCO Guest” network. The password can be found in the meeting room or through a member of the Meeting and Events Team.

XII. Madrid Tourism and Cultural Information

Madrid tourist information <https://www.esmadrid.com/en> provides useful information about Madrid, including information on accommodation, restaurants, museums and local attractions.

XIII. Madrid City Guide and Restaurants APPs



Madrid Guide by Civitalis

Madrid Guide with information on what to visit, where to eat, how to save, and more. We also offer transfers, excursions and guided tours in English.

[IOS Version](#)

[Android Version](#)



TheFork – Restaurants Booking

TheFork is the leading online restaurant booking and discovery platform in Europe, Latin America and Australia.

[IOS Version](#)

[Android Version](#)



EMT Madrid

This application lets you know all the information of the services provided by the Municipal Transport Company of Madrid: You will see what stops have around you.

Calculate your routes

[IOS Version](#)

[Android Version](#)

XIV. Madrid and Secretariat Area Maps

[Tourism Map of Madrid](#)

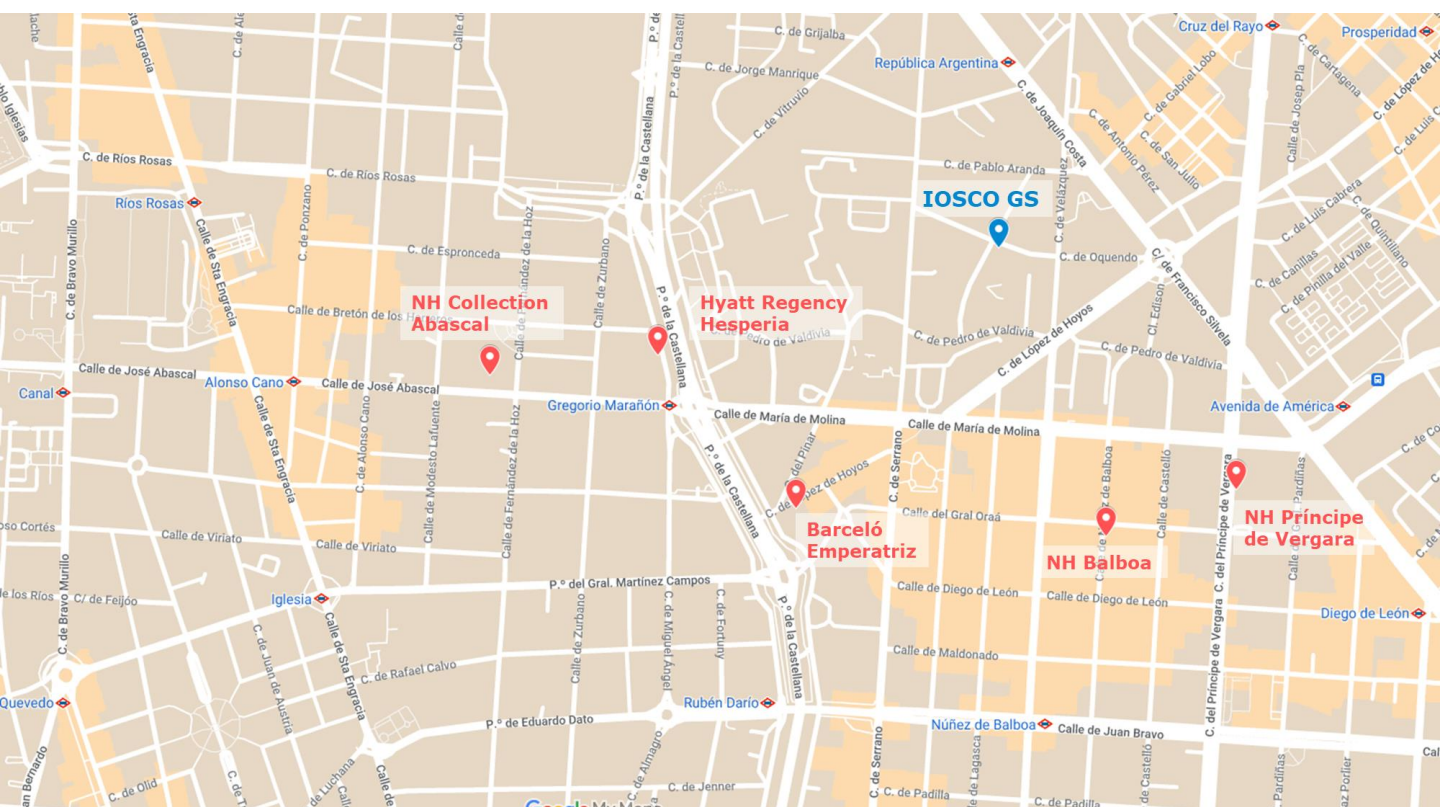
[Metro Map](#)

[Tourist Metro Map](#)

[Online Bus Map](#)

[Tourist Bus Map](#)

IOSCO General Secretariat Area Map and Hotels



XV. Contact Details

IOSCO General Secretariat general contact:

Tel.: +34 91 417 55 49 Fax: + 34 91 555 9368

C/ Oquendo, 12

28006 Madrid, España

www.iosco.org / info@iosco.org

IOSCO General Secretariat – Contact Persons:

Meeting and Events Team (MET)

met@iosco.org

Ms. Corina Martinez

Senior Meeting and Events Planner

Direct: +34 91 787 04 06

Mobile: +34 687 051 367

corina@iosco.org

Mr. Angelo Manetta

Meetings Coordinator

Direct: +34 91 787 04 34

Mobile: +34 673 818 082

angelo@iosco.org

Hotel	<u>NH Balboa</u> ****	<u>NH Collection Abascal</u> ****	<u>NH Príncipe de Vergara</u> ****	<u>Barceló Emperatriz</u> *****	<u>Hyatt Regency Hesperia</u> *****
Distance from IOSCO	5-10 min. Walk	5-10 min. Walk	5-10 min. walk	5-10 min. walk	5-10 min. walk
Check in/out	Check-in at 3.00pm / Check-out at 12pm (Lazy Sundays: 3:00 pm)	Check-in at 3.00pm / Check-out at 12pm (Lazy Sundays: 3:00 pm)	Check-in at 3.00pm / Check-out at 12pm (Lazy Sundays: 3:00 pm)	Check-in at 3.00pm / Check-out at 12pm	Check-in at 3.00pm / Check-out at 12pm
Breakfast Included	✓	✓	✓	✓	✓
Restaurant	The four starred NH Madrid Balboa hotel puts you in the heart of the Salamanca district, one of Madrid's most bustling social hubs. Designer shops, first-class restaurants and smart bars are all on the doorsteps. Paseo de la Castellana are just around the corner.	Enjoy the delicious dishes of the restaurant, DOMO. The outdoor terrace is an oasis of calm in the heart of the city, the perfect place to have a cocktail and enjoy the delicious dishes served in the lobby-bar.	Mediterranean restaurant and bar-all-day restaurant serving Mediterranean dishes.	The Mutis restaurant offers an exquisite breakfast buffet and a select menu that incorporates Barceló's daily Healthy Gourmet menu: dishes that combine the pleasure of taking care of yourself and haute cuisine. Elegant B-Lounge bar on 2 levels that offers different seating or relaxation areas.	Enjoy an after-work session at Mery Bárbola Bar, partake in the Mediterranean flavours at La Manzana Restaurant and do not forget to visit Leña Restaurant and Smoked Room Restaurant, the latter awarded with two Michelin stars and a reference of Spanish haute cuisine.
Wi-Fi	✓	✓	✓	✓	✓
AC	✓	✓	✓	✓	✓
Business Corner	✓	✓	✓	✓	✓