



TOWARDS A

LABOUR

international

November 13th & 14th, 2024 MADRID

PRACTICAL INFORMATION NOTE



GOVERNMENT
OF SPAIN

SECOND VICE PRESIDENCY
OF THE GOVERNMENT

MINISTRY
OF LABOUR
AND SOCIAL ECONOMY



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▶ GENERAL INFORMATION

The Second Vice-Presidency and Ministry of Labour and Social Economy of the Government of Spain has the honour to share the practical information of the High-Level Meeting “Towards a Labour International”, to be held at the Meliá Castilla Hotel in Madrid, from November 13th to 14th, 2024.

This Practical Information Note (PIN) provides general information on logistical and organizational issues that will assist attendees in their preparation for the high-level meeting. It also contains a schedule of events on specific dates which we kindly ask all participants to respect.

The information contained in this note may be subject to subsequent updates, but in no case will it affect the venue of the event or the dates of the event.

All information and documentation related to this meeting will be available on the website: www.labourmadrid2024.es

● Key dates

Date 2024	Detail	Where/Who
End of July	The private area online registration period begins (invitation, email and password provided by the organization).	Delegation private area online registration (invitation, email and password provided by the organization).
End of July- Oct 10 th	Deadline for the private area online registration.	Delegations private area online registration.
October 10 th	Last day for the private area online registration.	Delegation private area online registration.
October 10 th to 24 th	Online registration deadline for the general public.	Online registration for the general public.
November 13 th	Arrival of delegations and invited participants.	Madrid.
November 13 th	Opening, labour cultural event and Labour movement reception & party at the event venue.	All registered persons. Hotel Meliá Castilla. Madrid.



● High-Level Meeting Format

The event “Towards a Labour International” takes place on November 13-14, 2024. It will bring together ministers, political leaders, legislators, lawyers, and trade union leaders worldwide to discuss the defence of Labour rights in a changing world and possible transnational measures to protect and promote them.

A welcome and opening session and a cultural event will take place on Wednesday, November 13, starting at 6:30 p.m., followed by a welcome cocktail reception and party for everyone attending the event, details of which are described later in this note.

On Thursday, November 14, the working day will develop in the morning and afternoon. Four working panels will focus their discussions on the following topics:

- **Session 1.** *Safeguard the power of workers and trade unions in the Workers’ Statutes of the 21st century. Towards a true democracy at work.*
- **Session 2.** *Govern transitions and expand labour rights. Tackle slavery to algorithms and the climate emergency.*
- **Session 3.** *Depatriarchalize work. A new feminist and diverse labour international.*
- **Session 4.** *Launch of a Labour International that unites the Global South and Global North. Overview of the current situation and proposed actions for the near future.*
- Signing of the Global Charter of Labour Rights and closing.

The sessions will be aimed at exchanging views on the current situation and discussing how to face the problems of working people in the 21st century. It will advocate the search for common actions and the design of public policies that expand workers’ rights in a context of polycrisis.

● Programme

The more detailed draft programme for the meeting will be distributed in a separate document, to be updated on the event’s website. Different concept notes to guide and inform discussions have also been prepared and will be circulated to those invited to the event and will be available on the website.

The following is a summary of the preliminary programme.



WEDNESDAY November 13th 2024

TIME	ACTIVITY	LOCATION
14:30 • 20:30	Accreditation badge collection.	Information desk. Meliá Castilla Hotel.
18:30 • 19:10	Welcome and Opening session.	Patio Room. Meliá Castilla Hotel.
19:10 • 20:00	Cultural activity for event attendees.	Patio Room. Meliá Castilla Hotel.
20:00 • 21:30	Welcome cocktail: Labour movement reception and party.	Hall area. Hotel Meliá Castilla.

THURSDAY November 14th 2024

TIME	ACTIVITY	LOCATION
8:15 • 9:30	Opening of the information desk for the accreditation's badges collection.	Event information desks. Meliá Castilla Hotel.
9:30 • 10:45	Session 1. Safeguard the power of workers and trade unions in the Workers' Statutes of the 21 st century. Towards a true democracy at work.	Patio Room. Meliá Castilla Hotel.
10:45 • 11:15	Coffee break.	Hall area. Meliá Castilla Hotel.
11:15 • 12:30	Session 2. Govern transitions and expand labour rights. Tackle slavery to algorithms and the climate emergency.	Patio Room. Meliá Castilla Hotel.
12:30 • 13:00	Family picture.	
13.00 • 14:15	Lunch break.	Meliá Castilla Hotel.



THURSDAY November 14th 2024

TIME	ACTIVITY	LOCATION
14:15 • 15:30	Session 3. Depatriarchalize work. A new feminist and diverse labour international.	Patio Room. Meliá Castilla Hotel.
15:30 • 15:45	Break.	Patio Room. Meliá Castilla Hotel.
15:45 • 17:00	Session 4. Launch of a Labour International that unites the Global South and Global North. Overview of the current situation and proposed actions for the near future.	Patio Room. Meliá Castilla Hotel.
17.00 • 17.30	Signing of the Global Charter of Labour Rights and Closure.	Patio Room. Meliá Castilla Hotel.

● Delegations format

The organization sends personalized invitations to attend the high-level event. In the case of ministerial representations, representatives of international organizations, and other organizations and institutions, the following formats are established for the participating delegations:

Agency/Institution	Head of delegation	Remarks
Ministries	1	The delegation may have a 1+1 format.
Representatives of international organizations	1	The delegation may have a 1+1 format.
Other organizations/Intitutions	1	The delegation may have a 1+1 format.

If you have any additional questions about the format of the delegations, please e-mail the organization at info@labourmadrid2024.es



▶ ONLINE REGISTRATION FORM

For security reasons, all persons attending the meeting must register online and be duly accredited to access the event venue, following the procedure established in the online registration platform.

The organization will provide an e-mail and password to allow the online registration of each invited person in the private area of the website. This online registration is essential to confirm the participation and identification of each attendee.

Following the delegation format policy described in this note, the event organizers may provide additional emails and passwords to facilitate the registration of more participants in the same delegation.

It is important to remember that the information on the online accreditation form must be fully completed for each person attending the event. It is also essential to use the email and password provided by the organization to enter to the web private area.

The online registration form for guests will be available in the private area of the event website, www.labourmadrid2024.es from end of July to October 10th, 2024. It is relevant to remember that access to online registration for guests will close on October 11th, 2024, therefore we strongly recommend completing it within the deadline.

For any query related to the online registration process, please email the organization of the event at info@labourmadrid2024.es

Personal data collected in the online registration form will be processed by the provisions of the Organic Law 3/2018 of December 5th, 2018, on the Protection of Personal Data and Guarantee of digital rights and Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27th, 2016 on the protection of natural persons with regard to the processing of their personal data and on the free movement of such data.

The email and password will also be required to access the private area of the website, and to consult additional information, such as the concept notes or the Practical Information Note (PIN).

● Accreditation badges

The badges or physical accreditations that allow access to the event can be picked up at the Meliá Castilla Hotel located at Calle del Poeta Joan Maragall, 43, Madrid, starting at 2:30 p.m. on November 13th.

Badges will use different colours, depending on the category of the attendee. All badges are strictly personal and non-transferable and must always be visible during all the event activities.



▶ ACCOMMODATION

In general, the guests will assume all costs of their accommodation, as well as all the arrangements related to the reservation of the hotel of their choice.

You can contact the Meliá Castilla Hotel (host hotel of the event), and identify yourself as an attendee of the event if you choose this establishment when making your room reservation:

▶ HOTEL MELIÁ CASTILLA 4*

Poeta Joan Maragall Street, 43. 28020 Madrid, Spain | Phone no.: +34 915 67 50 00

In addition, in the same area, there are other hotels within walking distance, among which are:

▶ AC Hotel Cuzco 4*

Paseo de la Castellana, 133, 28046 Madrid, Spain | Phone no.: +34 91-5560600

▶ Hotel NH Madrid Paseo de La Habana 4*

Paseo de la Habana, 73, 28036, Madrid - España | Phone no.: +34 91 4430720

1.70 km from the Meliá Castilla hotel (about 8 minutes by car).

▶ NH Collection Abascal 4*

José Abascal Street 47, 28003 Madrid, Spain | Phone no.:+34 91 4410015

2.80 km from the hotel Meliá Castilla, (about 9 minutes by car).

If you have any additional questions regarding accommodation, please e-mail the event organizers: info@labourmadrid2024.es



▶ MEETING VENUE

The venue for the meeting is the **Meliá Castilla Hotel** located at Calle del Poeta Joan Maragall, 43, in Madrid, Spain. The hotel is in a well-connected area, with multiple services, offices, residential buildings, restaurants, and bars.

We kindly underline that to always be identified at during the event is mandatory for all attendees.

The main meeting room is the "Patio Room", located on the first floor. There is access for people with reduced mobility.

The bilateral meeting area has several boardrooms on the second floor of the hotel.

The welcome cocktail will take place in the hall area before the Patio Room, located on the first floor as a prelude to it.

Coffee breaks will take place in the lobby area before the Patio Room. The lunch will be offered on the first floor of the hotel.

● Bilateral meetings

As a priority for the Heads of Delegation, the organization will provide a space for bilateral meetings at the Meliá Castilla Hotel. Please communicate the need to use this space by filling in the corresponding section of the online registration form, as it will be prearranged on a "first come, first serve" basis. In case of last-minute requests, room availability must be requested with enough time in advance by e-mail: info@labourmadrid2024.es

For organizational reasons, space reservations are scheduled for 30 minutes.

In any case, to proceed with the reservation, details must always be provided:

- ▷ The counterpart.
- ▷ Preferred day and time.
- ▷ Expect number of participants.



● Services

The organization will provide the necessary services during the event, such as a checkroom, internet connection, space for bilateral meetings, technical secretariat area at the venue, etc. Wi-Fi will be available with a password provided at the meeting venue. Any need for technical support to attendees, such as photocopies, scanners, or similar, may be requested by the technical staff at the meeting.

If any logistical need arises outside the event schedule, please e-mail us at info@labourmadrid2024.es

● Welcome cocktail & Catering

The organization will host a cocktail reception for attendees on November 13 at the Meliá Castilla Hotel, preceded by a welcome and opening and labour cultural event. It is recommended to arrive well in advance to facilitate the collection of the necessary accreditation for entry to the event.

The organization will also offer an informal working lunch for all participants on Thursday, November 14th.

Coffee and refreshments will be available during the event.

Please mark any food intolerance in the appropriate section of the event registration form.

● Security

The security of the event in Madrid is crucial for the organization. The Spanish Security Forces will ensure that the event develops without incident and in safe conditions for all attendees. For this reason, we remind you that only those with official accreditation will be allowed access to the event venue at the Meliá Castilla Hotel. To facilitate this process, please always carry your accreditation badge with you and keep it in plain view.

Special authorizations are required for the importation, and possession of firearms in Spain. For those delegations that need it, please submit the necessary authorizations through the appropriate diplomatic channels to the Spanish Ministry of Foreign Affairs, European Union, and Cooperation.



● Interpretation

The languages during the event are Spanish, English, and French.

Simultaneous interpretation in these languages will be provided during the different sessions.

● Arrivals/departures. Transport & transfers

Those attending the event can arrive and leave the city of Madrid by the means of transportation that best suits their needs.

The organization is not responsible for processing requests for the Authorities Room at the Adolfo Suárez Madrid-Barajas airport. In this case, contact your corresponding Embassy.

The organization does not cover costs related to the transportation of guests and attendees, nor does it cover transportation to the event venue. Madrid has an extensive public transportation network, including cab and remote ride app & car services.

● Information desk

The organization will have an information desk at the Meliá Castilla Hotel to assist participants, collect accreditations badges, etc.

The hours of operation of this information desk will be:

- ▷ November 13th: from 2:30 p.m. to 8:30 p.m.
- ▷ November 14th: from 8:15 a.m. to 9:30 a.m.

Any queries and incidents concerning the online registration process, please email the organizing team of the event info@labourmadrid2024.es



▶ MEDIA

The media may be summoned to attend the press conference or informative acts related to the event.

All media must be accredited to attend the event. To do so, they must complete a registration form in the press section of the event's website, which does not require a password. This online form will be available soon before the event.

For any questions regarding registration or other media-related issues, please send your inquiries to gprensa@mites.gob.es

The organization will provide images, videos, and audio of the meeting, which will be uploaded in the press-multimedia section of the event's website.

● Event web & Contact with the organization

The event's website is www.labourmadrid2024.es

The e-mail address provided by the organization for queries and incidents is:
info@labourmadrid2024.es



▶ GENERAL INFORMATION

- ▶ Emergency telephone number: 112
- ▶ Country phone code: +34
- ▶ Electricity: 230 V, 50 Hz (F-type plugs)
- ▶ Local time in Madrid: Central European Time (CEST) GMT+2:00
- ▶ Currency: Euro

● Schedules

BUSINESS HOURS

Many stores in Madrid are open from 10:00 a.m. to 02:00 p.m. and from 05:00 to 08:30 p.m., but most of the stores in the downtown and shopping area follow a continuous schedule of 10:00 a.m. until 09:00 - 10:00 p.m.

Shopping malls and department stores are generally open every day of the year from 10:00 a.m. to 10:00 p.m.

● Museums

Madrid has an exceptional cultural offer, highlighting great museums such as:

- ▶ [The Prado National Museum](#)
- ▶ [National Museum Art Center Reina Sofía](#)
- ▶ [The National Museum Thyssen-Borzemisa](#)

Museums usually open from Tuesday to Sunday from 10:00 a.m. to 07:00-08:00 p.m. Most museums are closed on Mondays, but there are always exceptions, such as the Prado Museum.



● Restaurants & Bars

Breakfast, lunch, and dinner hours in Spain are generally later than in the rest of Europe. Bars and restaurants open from early in the morning until the late hours. Kitchen hours depend on the premises.

● Climatology

Temperatures in Madrid in November are cool, with temperatures between 7°C and 15°C degrees. It is advisable to bring warm clothes.

● Public Transport

METRO NETWORK

Madrid has an extensive metro network, which connects to the different terminals of the Adolfo Suárez Madrid-Barajas airport and main train stations. The stops are Airport T1, T2, T3, and Airport T4.

Download [here](#) the different Metro de Madrid maps.

Check [here](#) how to obtain a metro transportation ticket.

MADRID COMMUTER TRAIN

The different terminals of the Adolfo Suárez Madrid-Barajas airport are also connected to the city centre by two commuter train lines: Line C1 and Line C10. The stops are Valdebebas (Terminals T1-T2-T3) and Aeropuerto T4 (Terminal T4).

Click [here](#) the timetables of the local train lines that connect with the airport.

● Madrid tourist ticket

The tourist ticket is personal and allows its holder to make an unlimited number of trips on all regular passenger transport services operating within the chosen area, with the exceptions indicated.

This ticket can be purchased at the Adolfo Suárez Madrid-Barajas Airport, at all Metro stations, and the headquarters of the Madrid Regional Transport Consortium.

More info on the [tourist ticket](#).



● Madrid tourist information

- ▷ State museums.
- ▷ Cultural and leisure offerings.
- ▷ Madrid's gastronomic markets.
- ▷ UNESCO World heritage routes Madrid.
- ▷ Madrid Tourism.
- ▷ Madrid City Card.