

Madrid  
December 2019

# Practical Information



# 14<sup>th</sup> ASEM Foreign Ministers' Meeting (ASEMFMM14)

The 14<sup>th</sup> ASEM Foreign Ministers' Meeting (ASEMFMM14) will take place on 15-16 December in Madrid, Spain, under the theme of "Asia & Europe - Together for Effective Multilateralism".

## DATES

15–16 October 2019

The coming ASEMFMM14 will be a crucial opportunity to underline the importance of strengthening ties between the 2 continents and for the Asia-Europe Meeting to demonstrate its unique role in a fast-changing world. Being a key building block for a rules-based international order and a vital platform for dialogue between Asia & Europe as demonstrated at 12<sup>th</sup> ASEM Summit (ASEM12).

## Side Events

---

### 9<sup>th</sup> MODEL ASEM (ModelASEM9)

Model ASEM is your first-hand introduction to the exciting world of diplomacy, negotiation and international relations. Being a simulation of the ASEM Foreign Ministers' Meeting (ASEMFMM), at the Model ASEM you will have the chance to step into the shoes of ASEM Foreign Ministers and along with other students, debate and exchange perspectives on current political and bi-regional issues.

#### VENUE

Complutense University

#### HOTEL

Hostel Bastardo

Calle de San Mateo, 3, 28004, Madrid, Spain

---

### 12<sup>th</sup> ASEF JOURNALISTS' SEMINAR (ASEFJS12)

As a primarily training-oriented event, the 12<sup>th</sup> ASEF Journalists' Seminar (ASEFJS12) will explore how a trust-based approach to reporting can be adopted and strengthened by media organisations and journalists in Asia & Europe.

#### VENUE

Agencia EFE

Avd. de Burgos,  
8-B. 28036. Madrid, Spain

#### HOTEL

Hotel ILUNION

Pío XII. Av. de Pío XII, 77, 28016 Madrid, Spain

---

### ASEM CULTURAL FESTIVAL 2019 (ASEMFest)

As the delegations of the ASEM Foreign Ministers gather in Madrid, Spain for the 14<sup>th</sup> ASEM Foreign Ministers' Meeting (ASEMFMM14), the ASEM Cultural Festival will showcase traditional and contemporary artistic diversity from Asia and Europe.

#### VENUE

See festival map on p. 6

**All shows featured in the festival are open to the public and are free of charge.**

### CLIMATE

Although the warm, Mediterranean climate predominates in Spain, in the case of Madrid, as it is inland, the temperatures are usually extremely marked and contrasting depending on the season, tending to be cold in winter (around 6 degrees in winter) and hot in summer (average of 25 degrees in July and August).

### MOBILE PHONE COVERAGE

To make calls or to surf the Internet, you will need to bear in mind the mobile phone frequencies used in Spain. Depending on the bands supporting the telephone, we can have faster or slower data connection.

It must also be taken into account that in Spain (like in most countries) the FDD (Frequency Division Duplex) is used whilst in China and some operators in the United States use the TDD (Time Division Duplex).

### ELECTRICAL ADAPTORS

Electricity supply in Spain is 220V. Plugs have 2 round pins and an additional ground pin.

A standard travel adaptor plug will enable you to use appliances from abroad. Most hotels will supply you with one.

### WATER

In Madrid you will find one of the safest tap waters in Spain. The capital's excellent drinking water comes directly from Sierra Norte to the points of consumption.

### VAT & TIPPING

In all establishments, service is included in the price. This is not the case in hotels and restaurants, where the legend 'IVA NO INCLUIDO' (VAT NOT INCLUDED) usually comes next to the price. This means you should add 10%. It is up to you whether you want to tip or not, but if you're happy with the service, you may want to leave a gratuity.

### OPENING HOURS

Shops in Madrid open at 9 or 10am and close between 8–10pm, and most of them don't close over lunch. Some – especially those far from the city centre – close from 2 to 4 or 5pm.

In Madrid, shops don't have restricted opening hours, as local regulations governing shopping days and times grant retailers freedom to close or remain open. The shops and businesses in the districts on the tourist map, mostly Puerta del Sol and Gran Vía, will be open even on Sunday and bank holidays.

To have lunch at a restaurant table, it's advisable to arrive before 3:30pm, or before 11pm for dinner. However, you can still find kitchens open later than this. And if you do not, you can always go tapas, as tapas bars and restaurants have more flexible hours.

Here are the frequencies  
and uses in Spain:

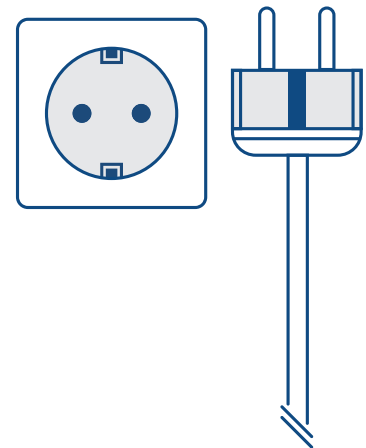
BAND 20 - 800MHz: 4G

BAND 8 - 900MHz: 2G & 3G

BAND 3 - 1800MHz: 2G & 4G

BAND 1 - 2100MHz: 3G

BAND 7 - 2600MHz: 4G



### INTERNET & PRINTING

Wi-Fi is limited to certain venues.

ASEF aims to follow environmentally sustainable policies as much as possible; printed project materials will therefore be limited. We will send electronic versions of all project documents and you can therefore access them through your laptop, tablet or mobile phone.

### OFFICIAL LANGUAGE

The official working language is English.

The respective project organisers will not provide interpretation or translation services.

### LUGGAGE & LAPTOPS

Participants are requested to bring their own working equipment for the meeting and working sessions, e.g. laptop/tablet, especially for ASEFJS12.

### MEALS & DIETARY REQUIREMENTS

The organisers will cover all meals as indicated in the programmes.

The organisers will accommodate participants' dietary requirements as much as possible. However, please ensure to notify the organisers in advance. If you have specific dietary requirements which you have not yet informed us, kindly notify us.

### MEDICAL INSURANCE

If you are currently on medication, please bring an adequate supply since the drugs prescribed to you may not be available locally. For minor medical enquiries, please inform the organisers.

Participants are responsible for their own expenses arising from special medical services. It is compulsory that participants obtain adequate cover for travel, health and accident insurance before departure from their home countries. ASEF will cover the cost of travel insurance for international participants — please see information regarding the reimbursement of the corresponding project.

### SMOKING AND ALCOHOL POLICY

Unless provided at official events by our local partners, alcohol consumption is not allowed during the events due to safety and security purposes. Drug abuse will lead to immediate expulsion from the programme.

Smoking is banned in all conference venues, unless in specific smoking rooms or outdoors. If necessary, please ask around for designated areas for smoking in public areas.

### HEALTHCARE

The Spanish National Health System comprises a widespread network of hospitals and healthcare centres that spans across the country. Healthcare centres provide primary care, while specialist service is available in hospitals, to which patients must be referred by a doctor. In addition, hospitals and some healthcare centres have an emergency service.

If you are an EU citizen, you and your family are eligible for medical care, so that you don't have to return to your country of origin for treatment. However, you should get the European Health Insurance Card (EHIC) in your country, or any equivalent document proving that you have medical insurance in a member state, since this will entitle you to prompt medical care wherever you are.

If you do not have this card (or an equivalent document), you will still get immediate medical assistance, though you may be fully charged for it. You may claim a refund from your health insurance company, according to the medical costs applicable in the country where you received treatment.

### MEDICINES

Medicines in Spain must be bought at pharmacies, which you will easily spot by their green cross. Regardless of the time and the area where you are, you will always find one on duty, open round the clock. Antibiotics are sold on prescription only.

### EMERGENCIES

In case of emergency (ambulance, fire and rescue, police), call 112, a toll-free number that works 24/7 across the EU, Spain included. The 112 call centre immediately identifies the caller's location. It has interpreting services covering as many as 80 languages.

### FOREIGN TOURIST ASSISTANCE SERVICE

The Foreign Tourist Assistance Service (SATE) offers personal assistance to tourists who need to visit a police station for whatever reason.

Assistance is provided by a qualified team at the official tourism agency or by police officers. They help tourists lodge complaints or fill in forms.

Most countries have diplomatic representation in Madrid.

### ADDITIONAL RESOURCES AVAILABLE FROM THE TOURISM BOARD OF MADRID

Scan the QR Code or click the download button to access the file.



**Download ►**



## Sustainable Participants

We define a sustainable participant as someone who—while participating in a project—tries to minimise her or his negative impact on the local community, including its people, the economy and the environment. In an optimal scenario, a sustainable participant at a project leaves a positive mark on fellow participants as well as the local community.

## 4 Reasons to be a Sustainable Participant

- » It can save you money because of minimising the consumption of unnecessary/unwanted resources and materials.
- » You support the local economy and local employment. It is beneficial for your health, as sustainable products and services are often healthier and environmentally friendlier.
- » It reduces your negative environmental impact, including avoiding greenhouse gas emissions, waste generation, etc.

## Waste

- » Needless to say: All disposable plastic and other unnecessary waste is to be avoided.
- » Make sure to carry your own (cotton) bag/backpack with you and opt for products that are not wrapped/have been transported in disposable plastic.
- » Do also bring your own re-usable water bottle with you.

## Office & Project Material

- » To minimise the distribution of unused items and consequently the creation of unnecessary waste, ASEF does not provide participants with office supplies (pens, notebooks, USBs, etc.). Please bring your own note taking materials/electronic devices
- » Before printing multiple copies of all project materials, assess if you would really need them. Most of the time, electronic copies of the project materials are enough.

## While at the project

- » If there is free time after the programme, and you decide to explore the city, whenever possible, opt to do so by foot, bicycle or public transport.

---

More tips and tricks how to become a more sustainable traveller?

See our Video [here](#) from the 22nd ASEF Summer University (ASEFSU22) on sustainable tourism.

# Madrid Metro



## 12<sup>th</sup> ASEF Journalists' Seminar (ASEFJS12)

Nearest Metro Station to Venue & Hotel:

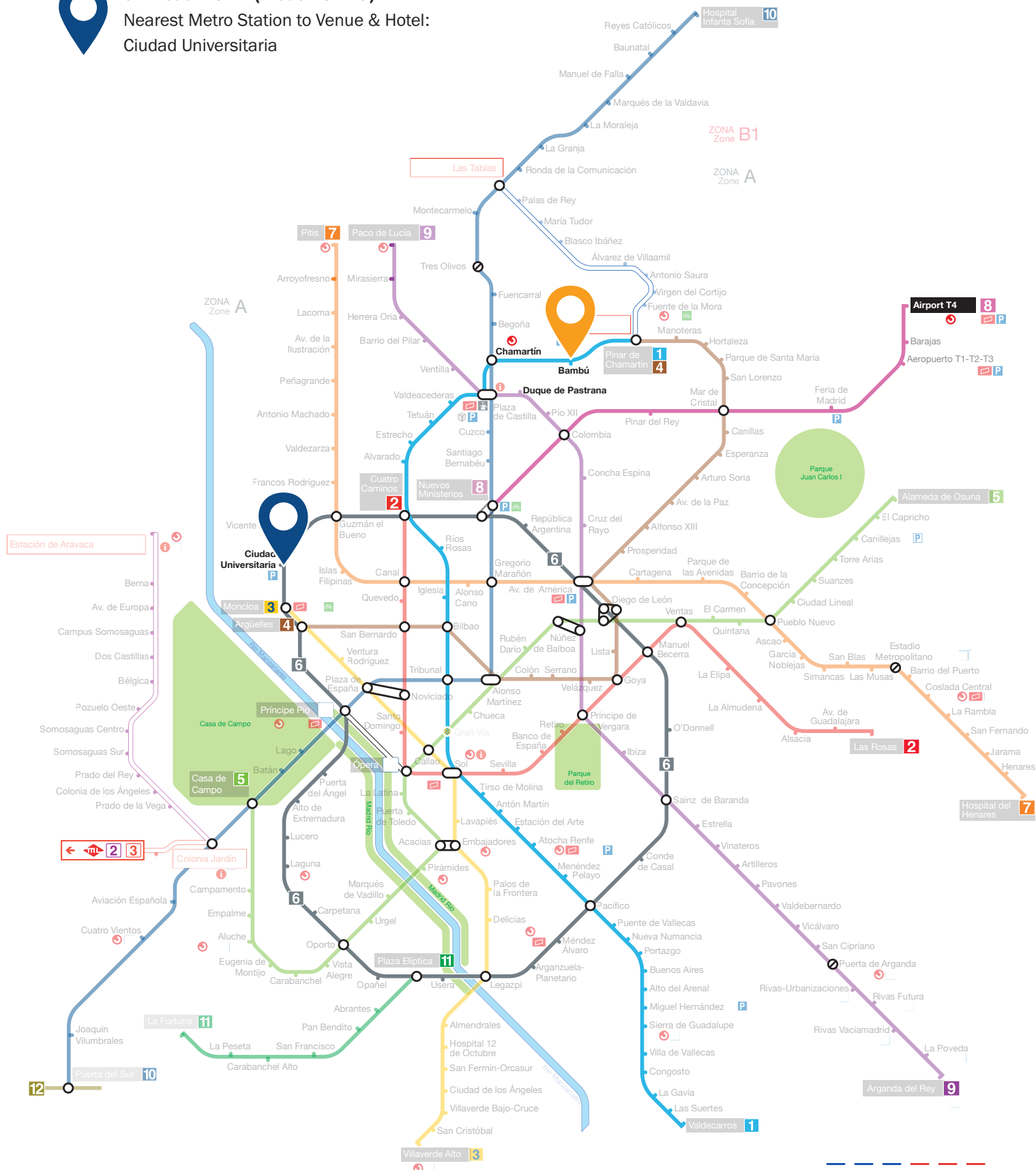
Bambú (Line 1), Duque de pastrana (Line 9), Chamartin (1, 10, Cercanias Train)






















## 9<sup>th</sup> Model ASEM (ModelASEM9)

Nearest Metro Station to Venue & Hotel:

Ciudad Universitaria



## Programme Overview

	MODELASEM9	ASEFJS12	ASEMFEST	
<b>WEDNESDAY</b> 11 December 2019	 Arrival of Participants		Virtual Exhibition	Exhibition
<b>THURSDAY</b> 12 December 2019	 Workshops			
	 Workshops			
	 Madrid City Tour			Music
<b>FRIDAY</b> 13 December 2019	 Embassy Visits	 Programme Begins		
	 Opening Ceremony	 Training at Agencia EFE		Workshop
	 Welcome Dinner	 Networking Dinner		Dance
<b>SATURDAY</b> 14 December 2019	 Simulation	 Training at Agencia EFE		
	 Simulation	 Institutional Lunch		Workshop
	 Asia-Europe Cultural Evening	 Training Conclusions		Dance
<b>SUNDAY</b> 15 December 2019	 Simulation			Workshop
	 Press Simulation			Dance
	 ASEMFMM Reception			Music



# ASEM Cultural Festival (ASEMFest)

## WEDNESDAY – FRIDAY / 11–13 DECEMBER

10:00–21:00	Exhibition “Exploring Southeast Asia: ASEAN Cultural Year 2019”	Centro Casa Asia Madrid - Auditorio
10:00–21:00	Exploring Asia & Europe Through A Virtual Lens	Centro Casa Asia, Madrid

## WEDNESDAY / 11 December 2019

19:30	Nguyễn Lê “Saiyuki” & Friends	Círculo de Bellas Artes Madrid - Teatro Fernando de Rojas
-------	-------------------------------	---

## THURSDAY / 12 December 2019

19:30	Kizuna: A Koto, Guitar & Kotsuzumi Concert featuring Fuyuki Enokido with Kaho Aso & José María Gallardo	Centro Cultural Conde Duque - Salón de Actos
-------	---	--

## FRIDAY / 13 December 2019

17:00	Workshop with Fuyuki Enokido & Kaho Aso	Centro Casa Asia Madrid - Auditorio
19:30	Rasa y Duende. Lorca, Flamenco and India	Centro Cultural Nicolás Salmerón - Teatro

## SATURDAY / 14 December 2019

12:00	Workshop <i>Between Tiny Cities</i> with the Hip Hop B* Boys	Centro Cultural Nicolás Salmerón - Sala de danza
19:30	Poong Ryu by Gukak E_sang & Yunmyunghwa Dance Company	CentroCentro - Auditorio Caja de Música

## SUNDAY / 15 December 2019

12:00	Workshop with Indian Musicians from Rudraksham Ensemble	Parque del Retiro - Centro Cultural Casa de Vacas
18:00 / 21:00	<i>Between Tiny Cities</i> By Nick Power	Círculo de Bellas Artes Madrid - Sala de columnas
19:30	Rudraksham – A Unique Percussion & String Ensemble Group	CentroCentro - Auditorio Caja de Música

## ASEMFest Events & Venue Map



[View on Google Maps ►](#)

### 9<sup>TH</sup> MODEL ASEM (MODELASEM9)

Mr Andy CHAN

andy.chan@asef.org

Ms Freya CHOW-PAUL

freya.chow-paul@asef.org

Ms Leonie NAGARAJAN

leonie.nagarajan@asef.org

---

### 12<sup>TH</sup> ASEF JOURNALISTS' SEMINAR (ASEFJS12)

Ms Gemma LUENGCO

gemma.luengco@asef.org

Ms Linnan JIANG

jiang.linnan@asef.org

#### Website

<http://bit.ly/ASEFJS12>



---

### ASEM CULTURAL FESTIVAL (ASEMFEST)

Ms Preeti GAONKAR

preeti.gaonkar@asef.org

#### Website

[asemculturalfestival.com](http://asemculturalfestival.com)

