

2nd Regional Meeting of DA Project Focal Points

On 19 and 20 September 2019 at UN-House, Committee Room I, in Beirut, Lebanon

LOGISTICS NOTE

MEETING VENUE

The two-day Expert Group Meeting will be held on the premises of the United Economic and Social Commission for Western Asia (ESCWA), in Beirut, Lebanon. The meeting room is “Committee Room I” (B1 level).

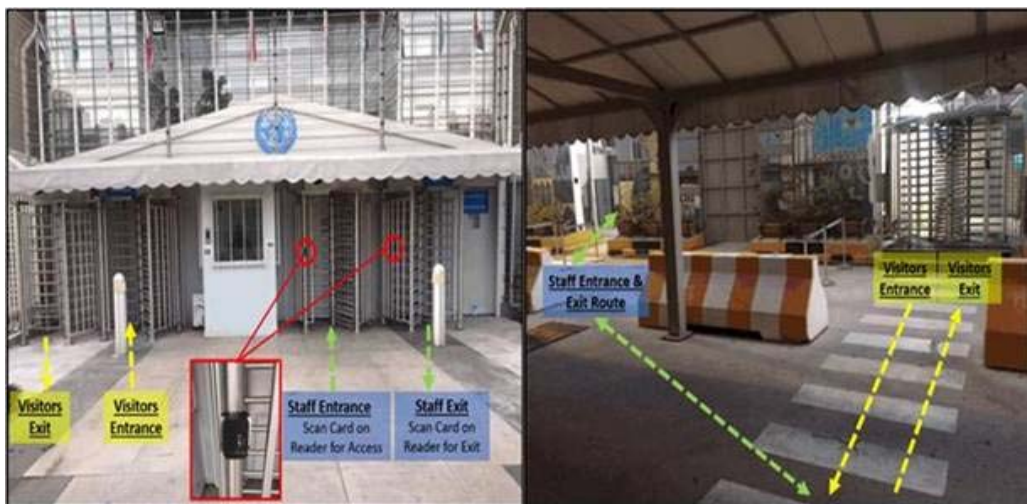
ACCESS TO THE UN-HOUSE

Access to United Nations (UN) House is from Riad El-Solh Square entrance located at the Gibran Khalil Gebran Garden. Access into the UN House will be facilitated by the Safety and Security Section of ESCWA.

Upon arrival, participants will be asked to show a valid government-issued photo identification card and will receive a badge to access the building. Participants are requested to keep the badge with them at all times. Your pass will be valid for the duration of the conference. All dignitaries and participants entering UNESCWA are required to pass through security screening.

Directions to the UNESCWA is illustrated in the below images:





MEETING REGISTRATION

Participation at Expert Group Meeting (EGM) is by invitation only. The registration desk will open at 8.00 am on 19 September 2019 and we recommend you arrive no later than half an hour before the start of the meeting to allow time for registration and to access the building.

WORKING METHODS /MEETING LANGUAGES

Speakers have the flexibility to choose whether to use a PowerPoint presentation or prepare other written contributions. Any intervention should not exceed 30 minutes.

To have the presentations ready in time during the speaker's respective session, please send your presentation or contribution ahead of the meeting and **prior to 10 September 2019** to Ms. Nathalie Khaled (khaled@un.org) or Ms. Denise Sumpf (sumpf@un.org) and Ms. Loyal Issa (issal@un.org).

The meeting languages are Arabic and English (interpretation services will be provided).

MEETING DOCUMENTS

Relevant documents are circulated electronically. Power Point presentations will not be printed for distribution but uploaded on the web site after the meeting.

<https://www.unescwa.org/events/enhancing-integrated-national-development-planning-arab-region-2nd-regional-meeting-focal>

Unless explicitly requested not to do so, we intend to share all written contributions in pdf format (e.g. presentations) on our website for reference and to have a knowledge repository.

FINANCIAL SUPPORT/DSA PAYMENT

The meeting secretariat is covering the cost of the invited participants and UNESCWA will purchase your ticket according to the applicable UN rules and regulations (most direct and economical route will be chosen), and an electronic ticket will be sent to you. Eligible participants invited by UNESCWA and not based in Lebanon will receive the standard UN Daily Subsistence Allowance and terminal expenses. **Please bring your ticket, boarding passes and your passport with you on the first day of the meeting to have your payment processed on time.** Kindly note that participants will receive the DSA payment in cash during the second day of the meeting.

ACCOMMODATION

For participants invited by UNESCWA and not based in Beirut: Rooms will be reserved for interested participants at the Markazia Suites, which is located in close vicinity to UNESCWA (5-minute walk), the Downtown area of Solidere and the new Beirut Souks (Market). A preferential rate of US\$ 105.45/night for a single room and US\$ 127.65/night for a double room; is negotiated. Room rates include complimentary buffet breakfast, Wifi access and covers all chargeable taxes.

Markazia Suites

Solidere – Downton Beirut-Lebanon

Tel: (+961) 1 991 200 – Fax: (+961) 1 991 211

e-mail: reservations@markaziasuites.com

website: www.markaziasuites.com

All participants are welcome to benefit from these rates and either do their bookings directly with the hotel through the above-mentioned email or through UNESCWA upon sending your request via email to the meeting organizers. All hotel expenses are to be settled by participating guests directly with the hotel.

AIRPORT TRANSFER

Taxis are available at Beirut International Airport. A one-way taxi from the airport to a hotel in Beirut costs approximately US\$ 25-30. Airport pick-up service is available at Markazia Suites hotel at the rate of US\$ 24. Participants are kindly requested to make their own arrangements directly with the hotel if airport pick-up is desired.

VISA REQUIREMENTS

Participants are required to secure their own entry visas to Lebanon. Sponsored participants shall submit a visa fees receipt to be able to redeem visa expenses/costs. Depending on your nationality, the length and purpose of your stay in Lebanon, a visa may be required before departure. However, the visa fee for Lebanon is waived for some countries. Participants requiring visa stamps as proof of visa payment at the airport may proceed to the kiosk at the back of the customs arrival hall prior to passing through the customs line to purchase a visa stamp. For more information, please visit the following website:

<http://www.general-security.gov.lb/en>

Kindly note that UNESCWA cannot organize a visa on your behalf and that there are potentially long deadlines to get visas in some countries. Your personalized invitation letter provided by UNESCWA can be used for getting a visa if necessary.

LIABILITY AND INSURANCE

UNESCWA will not take any responsibility for injuries or damages involving persons or property during the Expert Group Meetings.

PRACTICAL INFORMATION

- Currency: US\$= LBP 1500 (approximately). United States Dollars and Lebanese Pounds can be used interchangeably as common currencies in Lebanon.
- Voltage: 220 V - 50 Hz 220Volts - 50 Hz – Electric socket outlets will fit the two-pin plug known as the Euro-plug. Electrical sockets are "Type C" (Europlug), "Type E" and "Type F" (Schuko) (see figure below). If your appliance's plug does not match the shape of these sockets, you will need to use a travel plug adapter.

- Local time in Beirut is GMT+2. Daylight saving time in Lebanon is changed on the last weekend of October. Beirut local time becomes 3 hours ahead of the Greenwich Mean Time (GMT+3).
- The weather in Beirut during the month of May is predominantly sunny. Chances of rainfall cannot be ruled out during this period of the year. Temperatures in Beirut average between 20°C-23°C (High) during daytime and 15°C-16°C (low) at night.
- Country Code for Lebanon: (+961). Land lines begin with a (0) followed by 7 digits, area code included.
- Cell phones - 7 and 8 digits- sample international call to a landline in Beirut: +961 1 xxx'xxx.

For any additional information on meeting logistics, or any other administrative assistance please contact:

Ms. Layal Issa, Tel: +961 1978431, E-mail: issal@un.org

Inquiries related to substantive or programmatic matters, please contact:

Ms. Nathalie Khaled, Economic Affairs Officer EGPS, Tel: +961 1978332, E-mail: khaled@un.org

Ms. Denise Sumpf, OIC EGPS, Tel: +961 1978423, E-mail: sumpf@un.org

WE LOOK FORWARD TO SEEING YOU IN BEIRUT!