

**ECONOMIC AND SOCIAL
COUNCIL**

Distr.
LIMITED
E/ESCWA/SDD/2019/WG.1/INF.1
1 March 2019
ORIGINAL: ENGLISH

Economic and Social Commission for Western Asia (ESCWA)

Arab Forum for Sustainable Development - 2019
Empowering People and Ensuring Inclusiveness and Equality in the Arab Region
UN House, Beirut, Lebanon, 9 - 11 April 2019

Logistics Note**I. DATE AND VENUE**

The Arab Forum for Sustainable Development-2019 (AFSD-2019) will take place from 9 to 11 April 2019 at the UN House in Riad El Solh area, Beirut, Lebanon. For additional information, please visit the following webpage: <https://www.unescwa.org/events/arab-forum-sustainable-development-2019>.

II. CONTACT INFORMATION

For any questions regarding logistics and arrangements, please contact:

Mr Enda Nevin
Tel.: +961 76047885
E-mail: nevin@un.org

Ms Pamela Nassar
Tel.: +961 1 978545
E-mail: nassar@un.org

ESCWA Unit on the 2030 Agenda
United Nations Economic and Social Commission for Western Asia
UN House P.O. Box: 11-8575
Riad El Solh 1107-2812, Beirut, Lebanon
Fax: +961 1 981 510

III. LANGUAGES

Arabic is the working language of the AFSD-2019. Simultaneous interpretation will be available from and into Arabic, English and French.

IV. REGISTRATION

All participants are requested to register online through the following link: <https://reg.unog.ch/event/28330/registration/>. Please report any registration difficulties to the organizers.

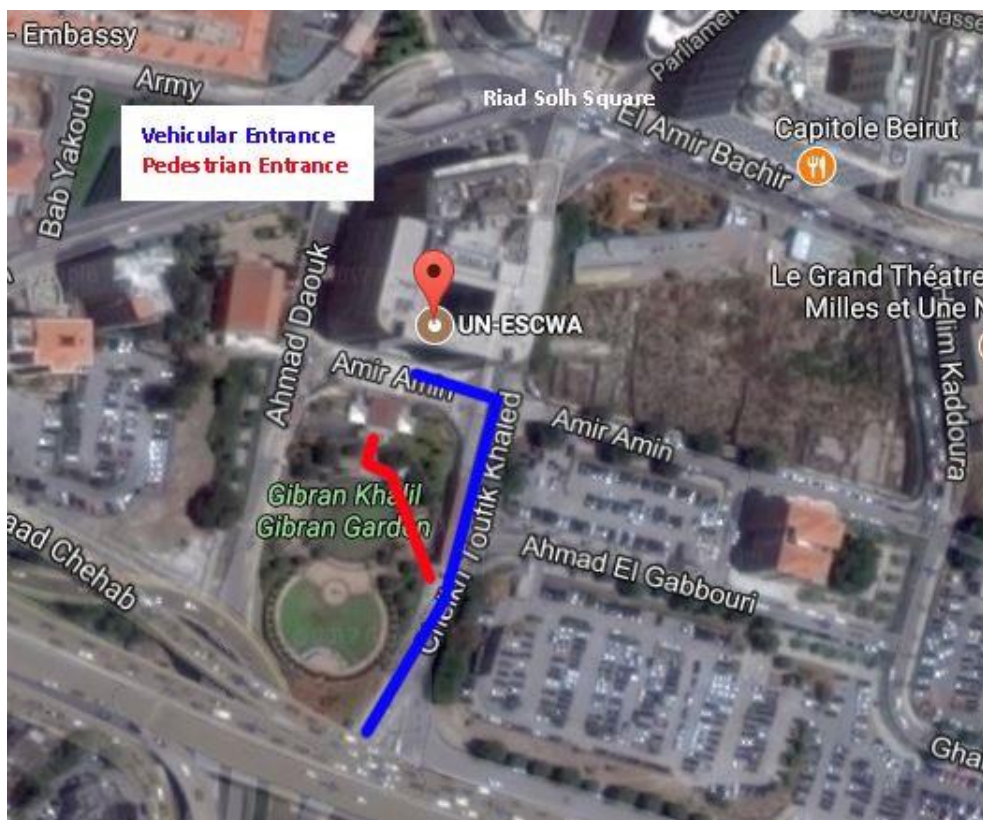
V. ACCESSING THE UN HOUSE

Access to 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.

You are advised to collect your passes for entry to UN House between 7.30am and 15:00 **on Monday 8 April** to avoid delays on the day of the forum. For those who collect their pass on 9 April, kindly note the collection office is open from 7:30am. Your pass will be valid for the duration of the AFSD-2019 and you are kindly requested to return the badge to security at the end of the Forum. All those entering UN House must pass through security and you are advised to allow time for the security check.

A. PEDESTRIAN ACCESS

Pedestrians use the Visitors Entrance accessed through Gibran Khalil Gibran garden facing the building. The following is a map showing both the Pedestrian and Vehicular Entrances.



B. PARKING

Car access to the UN House premises is not allowed. Exception is made for cars of VIPs and persons with disabilities; in this case, please provide ESCWA with the **model, color** and **plate number** of the vehicle, in addition to the **driver's name** and mobile **at least two days ahead of the event**. Hence with the exception of VIPs you are advised to walk or take a taxi from your hotel to UN House. There is traffic congestion in Beirut in the morning and it is recommended to leave your hotel/place of residence early to allow for this.

VI. INTRA-FORUM

A. LUNCH AND COFFEE BREAKS

Lunch will be served by ESCWA's cafeteria. Coffee Breaks will be served outside the meeting room.

B. PRAYER ROOM

There is a prayer room located on Mezzanine Floor (MZ). There are also numerous mosques in close vicinity to UN House.

C. SMOKING

Smoking is prohibited in the building. There is one designated smoking area near the main entrance. You are also free to smoke in the Gibran Khalil Gibran Garden in front of the building.

VII. VISA

Participants from outside Lebanon are requested to inquire about their visa and, if needed, secure one accordingly by contacting the Lebanese embassy/consulate in their country¹. Any difficulties should be reported to the organizers. Please refer to the website of the Lebanese General Security for further details: <http://www.general-security.gov.lb/en/posts/38>

VIII. HOTELS

Participants are requested to arrange their own hotel reservations by directly contacting a hotel of their choice in Beirut. Kindly contact the organizers for a list of hotels that offer special room rates. Participants are kindly requested to arrange for settling their bills directly with the hotel.

IX. TRANSPORTATION

Participants are kindly requested to arrange their own local transportation between the airport, hotel and forum venue. It is recommended to arrange airport pick-up with the hotel selected.

X. EXCHANGE RATE

Approximate exchange rate: USD 1.00 \approx LBP 1,500.

XI. TRAVEL AND ACCOMMODATION

For a limited number of sponsored participants from outside Lebanon, the organizers will cover the cost of economy-class air travel and will issue pre-paid tickets. Notifications of flight details will be sent to all air traveling participants by e-mail. For self-ticket purchase, please contact the organizers for information on applicable rules.

For participants from Palestine, the organizers will cover the costs of self-arranged land travel to Amman based on the UN distance rate and will then arrange ticket reservations for Amman-Beirut-Amman.

For participants from Syria, the organizers will cover the costs of self-arranged land travel to Beirut based on the UN distance rate.

¹ The organizers will offer visa assistance to participants from Libya, Palestine and Yemen.

A. ITINERARIES AND ISSUING OF TICKETS

Travel reservation will be arranged based on the UN Rules and regulations. Arrival will be on the day preceding the forum and departure will be after the forum depending on availability of the closest flight. Participants who have specific requests for travel times or deviation in dates are requested to communicate this **immediately**. The organizers will accommodate deviations in dates/times **only if feasible** within the allocated budget and timeline. Otherwise, the participant will be requested to amend his/her own ticket after issuance.

B. REQUIRED DOCUMENTS

Sponsored participants are urged to register online as soon as possible and submit a clearly scanned copy of a valid passport in color;

On the first day of the forum, sponsored participants are requested to submit the following:

1. Passport;
2. Original boarding Pass(es);
3. A copy of the e-ticket if changed;
4. Receipt for two-way land travel expenses (applicable to participants from Palestine and Syria);
5. Bridge crossing receipt/ticket (applicable to participants from Palestine).

C. SUPPORT FOR DAILY EXPENSES

Sponsored participants will receive the Daily Subsistence Allowance (DSA) for Beirut.² Participants shall use this amount to cover accommodation, meals and other daily expenses.³ Participants are thus requested to settle their bills directly with the hotel. Participants will also receive a set amount that covers airport terminal expenses.⁴

² The current DSA for Beirut is US\$246, effective 1 April 2017. Since lunch will be offered by the organizers, a 10 percent reduction applies.

³ Participants should settle their bills directly with the hotel.

⁴ Airport terminal expenses is set by the United Nations at a lumpsum of US\$188.