

I. Venue, Date, Language & Facilities

The two-day conference will be held on the 28th and 29th of November 2018, at the premises of the United Economic and Social Commission for Western Asia (ESCWA), in Beirut, Lebanon. Directions to the UNESCWA can be found on the following hyperlink and QR code:

<https://qoo.qj/maps/oQ8ipR2KftP2>



The proceedings of the conference will take place in the Main Hall (B1 level) which is equipped with LCD and projection screens, ceiling mounted projectors, teleconferencing facility and internet WiFi access.

The conference will start at 9:00 and end at 17:00 pm each day. Participants are kindly requested to arrive at the United Nations House no later than 8:30 am on the first day of to allow time for registration and to access the building. The meeting will be conducted in the English language with simultaneous interpretation into Arabic.

Interactive Touch Screens are available on the Ground Floor (GF) and B1 level lobbies should participant wish to avail themselves of the following facilities:

- Find my way: *facilitates navigation within the building and guides to important locations, such as committee rooms, the clinic, ATM machines etc.;*
- Guest WIFI connection: *connects visitors automatically through scanning to the ESCWA WIFI;*
- Events and conferences: *provides easy access to information about current and future events, allowing visitors to download and email documents, information notes, reports etc.;*
- Publications: *easy access to links to all ESCWA publications, with a possibility to download the PDF, send it to an email or request a printed copy;*
- Browser: *connects users to the Internet;*
- Emergency: *directs visitors to the closest emergency exit;*
- Call a taxi: *opens the App of a taxi company, identifies the location of ESCWA, and offers the possibility to request a taxi;*
- Staff directory: *helps visitors to call and locate all ESCWA staff members;*

II. Conference Registration

All participants, sponsored speakers and guests are requested to register online through the following hyperlink and the QR Code:

<http://reg.unog.ch/e/InternationalConferenceIFF.ESCWA>



Participants must create an Indico account. Once an account has been created, participants will receive an electronic message for activation. Participants will thereafter be able to login and register for the conference accordingly. Please report any registration difficulties to the organizers.

III. 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.

Pedestrians are requested to use the 'Visitors Entrance' which can be accessed through 'Gibran Khalil' garden facing UNESCWA. The above map illustrates both the Pedestrian and Vehicular Entrances.



Car access inside the UN premises is not allowed. Exceptions are made for VIP dignitaries. In this case, please provide UNESCWA with the model, color and plate number of the vehicle, in addition to the driver's name at least two days ahead of the event. Participants are advised to take a taxi to UNESCWA. There are traffic congestions in Beirut in the morning so it is recommended that participants leave their hotel/place of residence early to account for the morning rush hour.

IV. Travel Itineraries

Air travel reservation and ticketing for sponsored participants will be arranged by UNESCWA. Roundtrip tickets will be issued in accordance with United Nations rules and regulations. Arrivals will be booked for the day preceding the conference and departure after its conclusion depending on availability of flights. Participants who have specific requests for travel times or deviations are advised to communicate their preference at their earliest convenience.

Sponsored participants will receive a Daily Subsistence Allowance for three nights to cover the cost of their accommodation and incidental expenses during the course of the conference, in addition to a fixed terminal expense allowance to cover transportation to and from the airport¹. Sponsored participants are kindly requested to bring with them on the first day of the conference their passports, airline tickets and boarding pass stubs for confirmation and processing of their allowances.

In compliance with Standard Operating Procedures, sponsored participants will receive their allowance from DSA, terminal expenses and visa fees via bank transfer after the conclusion of the conference. Direct cash payments will only be available for sponsored participants from Least-Developed constituents or countries facing banking restrictions.

V. Visa Arrangements

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. 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>



¹ According to UN regulations, lunch will be offered by the organizers during the 2-day conference and a 10 per cent reduction to DSA will be applicable.

VI. Accommodation

Rooms will be reserved for guest speakers and interested participants at the Markazia Monroe 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 for single rooms and double rooms may be arranged. Room rates include complimentary buffet breakfast, Wifi access and covers all chargeable taxes.

Markazia Monroe Suites
Solidere – Downton Beirut-Lebanon
Tel: (+961) 1 991 200 – Fax: (+961) 1 991 211
info@markaziamonroesuites.com – www.markaziamonroesuites.com

Room reservation may be made to participating guest speakers through ESCWA if they wish to avail themselves of preferential rates. All hotel expenses are to be settled by participating guests directly with the hotel.

VII. Transportation

Taxis are available at Beirut International Airport. A one-way taxi from the airport to a hotel in Beirut costs between US\$25 and US\$40. Airport pick-up service is available at Markazia Monroe Suites hotel at a flat rate of US\$24. Participants are kindly requested to make their own arrangements directly with the hotel if airport pick-up is desired. Credit details will be requested by the hotel to confirm your taxi reservation.

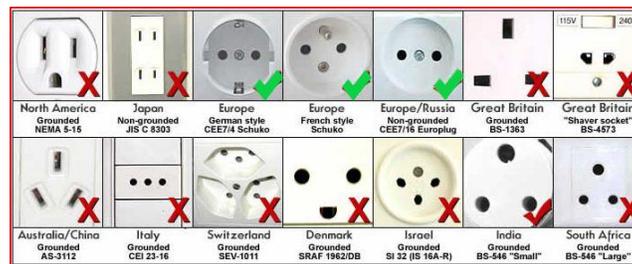
VIII. Breaks & Meals

Coffee breaks will be provided during the conference and will be served outside the Main Hall at the B1 level.

Lunch is served at the Cafeteria, on the Ground Floor. Neighbouring restaurants are within walking distance should participants wish to avail themselves of these facilities.

IX. 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 Europlug. 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.



- Beirut local time is GMT+2, until the last week of October, after which it becomes GMT+3.
- The weather in Beirut during the month of November 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). For internal calls, 8-digits phone numbers are dialed, where the first two digits are the area code. For example, the (01) code is for Beirut landlines, while the (03) or (76) codes are for cell phones. A sample international call to a landline in Beirut would be: +961 1 xxx'xxx, while for a cell phones (76 or 03) xxx'xxx, and for international calls will be +961 76 xxx'xxx. In general, if the area code starts with a zero, that digit is omitted when dialed as international.

X. Contact Information

Inquiries related to substantive, programmatic and/or logistical arrangements can be addressed to:

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