

Final Regional Policy Workshop on the Water-Energy Nexus, Beirut, 11-12 December 2017

Logistical Information Note

Information to facilitate your stay in Beirut is kindly provided below.

I. VENUE, DATE AND MEETING LANGUAGE

The workshop will be held from 11-12 December 2017 at the Lancaster Plaza Hotel in Beirut.

**Lancaster Plaza Hotel
Raouche, Beirut, Lebanon
www.lancaster.com.lb**

The language of the meeting is Arabic & English and French. Simultaneous interpretation services (Arabic-French-English) will be available during the meeting

II. TRAVEL & TICKETING

Air travel reservation and ticketing for sponsored participants will be arranged by ESCWA. **Roundtrip tickets will be issued in economy class on the least expensive route in accordance with United Nations rules and regulations.** Participants attending the meeting at their own cost are responsible for making their own travel arrangements.

Sponsored participants will receive a daily subsistence allowance (DSA) to cover the cost of their hotel, meals and incidental expenses during the course of the meeting, in addition to a fixed terminal expense allowance (US\$ 188) to cover their airport transfers.

Sponsored participants are kindly requested to bring with them on the **first day** of the meeting their **passport and original boarding pass + (original Taxi receipt only for participants from Syria) + (bridge crossing fees receipt only for participants from Palestine)** for confirmation and issuance of their DSA on the second day of the meeting.

III. HOTEL

A block of rooms has been reserved by ESCWA at the Lancaster Plaza Hotel in Beirut at a preferential room rate of US\$ 120/night for a single room and US\$ 140/night for a double room. The daily rate includes a complementary buffet breakfast, airport transportation, free WiFi internet and all taxes.

Hotel reservations shall be made directly with the hotel and all participants are welcomed to benefit from these preferential rates. All hotel expenses will be settled by the participants directly with the hotel. Kindly contact Ms. Cylvana Rafeh via email if you require a room reservation at the Lancaster Plaza Hotel (Please copy Mr. Hadi Radwan: radwan@un.org)

**Ms. Cylvana Rafeh
Cluster Sales Manager
Lancaster Plaza Hotel
Beirut , Lebanon**

**T.+961 (0) 1 791000 F.+961 (0) 1 780980 M.+961 (71) 11 22 56
Email: c.rafeh@lancaster.com.lb**

IV. TRANSPORTATION TO / FROM HOTEL

Taxis are available at the Beirut International Airport to transport you to your desired destination. A one-way taxi from the airport to a hotel in Beirut costs approximately LBP 30,000-45,000 (US\$ 20-30).

However, for participants staying at the Lancaster Plaza Hotel, the Airport pick-up and drop-off services are available free of charge. The Hotel has a Help Desk at the airport located on the way out right after airport customs control check point.

V. LOCAL TRANSPORTATION

All participants will be responsible for arranging their own means of transportation from/to the meeting venue.

VI. PRACTICAL INFORMATION

- **Currency:** US\$ 1 = LBP 1500 (approximately).
United States Dollars and Lebanese Pounds are used interchangeably as common currencies throughout Lebanon.
- **Voltage:** 220 V - Outlets will fit the two-pin plug known as the European plug.

VII. CONTACT INFORMATION

For any questions or concerns on logistical arrangements, please do not hesitate to contact:

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