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Economic and Social Commission for Western Asia (ESCWA)

Workshop on Voluntary National Reviews in the Arab Region
UN House, Beirut, Lebanon, 10-11 October 2019

Logistics Note

I. DATE AND VENUE

The Workshop on Voluntary National Reviews in the Arab Region will take place from 10 to 11 October 2019 at the UN House in Riad El Solh area, Beirut, Lebanon in the training room (VIP room) – B1 level. For additional information, please visit the following webpage: <https://www.unescwa.org/events/vnr-arab-workshop-2019>.

II. CONTACT INFORMATION

For any questions regarding logistics and arrangements, please contact:

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III. LANGUAGES

Arabic and English are the working languages of the workshop. Simultaneous interpretation will be available from and into both languages.

IV. REGISTRATION

All participants are requested to register online through the following link: <https://reg.unog.ch/event/31778/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.

A. PEDESTRIAN ACCESS

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



B. VEHICULAR ACCESS

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.

VI. FACILITIES

- **Lunch and coffee breaks:** Lunch will be served in the Cafeteria on Ground Floor (GF). Coffee Breaks will be served outside the workshop room on the B1 level.
- **Prayer Room:** There is a prayer room located on Mezzanine Floor (MZ). There are also numerous mosques in close vicinity to UN House.
- **Smoking:** Smoking is prohibited in the building. There is one designated smoking area to the right of the main entrance. You are also free to smoke in the 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>

¹ ESCWA will offer visa assistance to participants from Palestine and other Arab countries, on case by case basis, on the condition that required papers are submitted at least 3 weeks ahead of travel date.

VIII. HOTELS

Participants are requested to arrange their own hotel reservations by directly contacting a hotel of their choice in Beirut. Please contact the organizers for the list of hotels with reduced rooms rates that are exclusive to delegates attending the event. Participants are kindly requested to arrange for settling their bills directly with the hotel.

IX. TRANSPORTATION

Unless otherwise noted, participants are kindly requested to arrange their own local transportation.

X. EXCHANGE RATE

USD 1.00 \approx LBP 1,500.

XI. TRAVEL AND ACCOMODATION

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 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. **Participants are kindly requested not to purchase their own self-ticket before contacting the organizers for information on applicable rules.**

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 workshop and departure will be after the workshop 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 workshop, 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. A receipt of the visa (if applicable);
5. Receipt for two-way land travel expenses (applicable to participants from Palestine and Syria);
6. Bridge crossing receipt/ticket (applicable to participants from Palestine);
7. Land transportation (applicable to transportation between Rabat and Casablanca in Morocco and internal land transportation to Aden in Yemen).

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. Participants are thus requested to settle their bills directly with the hotel. Participants will also receive a set amount that covers airport terminal expenses.³

² The current DSA for Beirut is US\$246, as of 1/4/2017. Since lunch will be offered by the organizers, a 10% reduction may apply.

³ Airport terminal expenses is set by the United Nations at a lumpsum of US\$188.