LOGISTICAL INFORMATION NOTE

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

I. VENUE, DATE AND MEETING LANGUAGE

The meeting will be held at the Kempinski Hotel in Amman from 21 to 22 May 2015.

KEMPINSKI HOTEL
Tel: 962 6 5200200, Fax: 962 6 5200214
Abdul Hamid Shouman Street, Amman - Jordan
www.kempinski-amman.com

The meeting will be conducted in the Arabic and English languages. Simultaneous interpretation services will be available during the meeting.

II. TRAVEL AND 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 Financial 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 expenses allowance (US$ 152) to cover their airport transfers.

Sponsored participants are kindly requested to bring with them on the first day of the meeting their passport or government-issued identification card showing signature of participant, a copy of their airline ticket and original boarding pass for inbound flight. Participants from Palestine are also requested to bring their bridge crossing fee receipt and taxi fares from Gaza to Ramallah. This will allow for processing and issuance of DSA on the second day of the meeting.

III. HOTEL

A block of rooms have been reserved by ESCWA at the Kempinski Hotel-Amman at a preferential room rate of $135/night for single room and $154/night for a double room. This rate includes a complementary buffet breakfast, wireless internet connection and inclusive of all taxes.

All meeting participants are welcomed to benefit from these preferential room rates. All hotel expenses will be settled by the participants directly with the hotel. Hotel reservations at the Kempinski Hotel shall be made through ESCWA. Kindly advise if you require a room reservation by returning the attached registration form.
IV. TRANSPORTATION TO / FROM HOTEL

Taxi services from the airport to any location in Jordan are available at fixed rates outside the airport arrivals gate. There is an airport official located at the front of the taxi line providing receipts and assigning drivers based on destination. The one-way rate from the airport to Amman is JD 22-25 (US$ 31-35), payable in Jordanian Dinars. Foreign exchange services are available at the far end of the airport arrival hall.

Airport pick-up and drop-off services may also be reserved through the Kempinski Hotel. A one way taxi costs JD 40 (around US$ 57). Participants preferring this service are requested to make their own taxi arrangements directly with the hotel. Credit card details will be requested by the hotel to confirm your taxi reservation. A no-show fee will be charged by the hotel. Kindly contact: reservation.amman@kempinski.com

V. MEALS

➢ Breakfast buffet is included with the room rate at the Kempinski
➢ Lunch and coffee breaks will be arranged by ESCWA at the hotel during the meeting.

VI. PRACTICAL INFORMATION

➢ Currency: Jordanian Dinar (JD)
➢ United Nations Exchange Rate: 1 US$ = 0.708 JD
➢ Voltage: 220 V

VII. ONLINE REGISTRATION

All meeting participants are kindly requested to register electronically using the following link https://goo.gl/2mtmiE.

VIII. CONTACT INFORMATION

For hotel reservation and any questions or concerns regarding logistical arrangements, please do not hesitate to contact the meeting coordinator:

Ms. Ghada J. SINNO
Administrative Assistant
Emerging and Conflict Related Issues Division (ECRI)
ESCWA
Beirut, Lebanon
Tel: + 961 1 978 823
Mobile: + 961 71 71 61 91
Email: sinnog@un.org
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<tr>
<th>Name as written on your passport:</th>
<th>اسم المشارك كما هو مسجل في جواز السفر:</th>
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<td>Official Job Title:</td>
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<td>Requested Departure Date:</td>
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<td>Accommodation in Amman if staying elsewhere (مكان الإقامة في عمان):</td>
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<td>Signature (الإمضاء):</td>
<td>Date (التاريخ):</td>
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