



ESCWA

UNITED NATIONS ECONOMIC & SOCIAL COMMISSION FOR WESTERN ASIA

Logistics Note

Expert Group Meeting on the Global Financial and Economic Crisis: The Social Impact and Response in ESCWA Countries

8 December 2009

Date & Venue

The EGM on the Social Impact of the Financial Crisis will be held on Tuesday 8 December 2009, from 8:30 am until 17:30 pm.

The EGM will take place in the MZ Hall at the United Nations House in Riad Al-Solh Square in downtown Beirut.

All participants at the EGM are requested to confirm their participation by **completing the Registration Form and sending it to the meeting secretariat.**



Entry Visas

Participants are requested to check with the Lebanese Consulates in their respective countries regarding visa requirements, and to make arrangements to obtain a visa. Holders of United Nations Laissez Passer documents and certain nationalities can obtain an entry visa to Lebanon at the airport. A copy of the invitation to the meeting could be submitted to facilitate the granting of visa.

Participants can also check the website of the [Lebanese General Security](http://www.general-security.gov.lb/English/Entrance%20Visas/Pages/default.aspx) for further information. <http://www.general-security.gov.lb/English/Entrance%20Visas/Pages/default.aspx>

Travel

If the meeting secretariat is covering the cost of your travel, please send us a copy of the passport you will be traveling on as soon as possible, in order to proceed with ticket purchases and other administrative clearances. ESCWA will purchase your ticket according to the applicable UN rules and regulations, whereby the most direct and economical route will be chosen, and an electronic ticket will be sent to you. **Please do not buy your own ticket, as you can not be refunded.**

Daily Subsistence Allowance (DSA)

Participants traveling at the secretariat's expense will receive a daily per Diem at the applicable UN rate for Beirut (approximately 220 USD per day) to cover accommodation as well as terminal expenses (flat rate of 152 USD) to cover transport costs to and from the airport.

Please bring your ticket and your passport with you on the first day of the meeting in order to have your payment processed on time.

Lodging

Unless you have requested otherwise, and because the date of the meeting is occurring during a high tourist season in Lebanon, ESCWA has made block bookings for participants travelling to Beirut at the [Markazia Monroe Suites](#), a 4 star hotel located across from the UN House in Downtown Beirut at the rate of \$110 USD plus 10% tax to ensure the availability of rooms. If participants wish to make alternative arrangements with another hotel, please let us know so that we can cancel your booking at Markazia. **Please note that participants are responsible to settle their bill directly with the Hotel.**

Transportation to and from the Airport

The Beirut Rafic Hariri International Airport is the only international airport in Lebanon. It is approximately 10 – 15 minutes from downtown Beirut. Participants should make their own arrangements from and to the airport. Some hotels offer airport pick-up at a fixed rate. Private taxi companies can also be arranged. The fare usually ranges between \$20-25

General and Tourist Information

- Time Zone: Beirut's time zone in December will be GMT+2
- Electricity: Electricity Voltage is 220
- Currency: Both the US Dollar and the Lebanese Lira are accepted everywhere in Lebanon. USD \$1 is approximately 1,500 LL
- Weather: Average temperatures in December range from 12 to 17 degrees Celsius.
- Tourism: The following websites provide information on tourist attractions in Beirut and Lebanon
 - <http://www.destinationlebanon.com/>
 - <http://www.travel-to-lebanon.com/>

Papers and Presentations

If you are delivering a paper or presentation at the EGM, please send an electronic copy of the presentation by 25 November 2009 to the EGM Secretariat. Please indicate if you will be using PowerPoint or if you need internet access during the presentation.

EGM Website

A webpage for the EGM is set up on the ESCWA website where all background documentation including the information note, the organization of work, logistics, biographies, background readings, etc... will be posted. Please check this site regularly for any updates.

EGM Secretariat

Should you have any questions regarding your participation in the EGM on the Social Impact of the Financial Crisis, the members of the Secretariat staff would be happy to assist you.

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