LOGISTICAL INFORMATION NOTE

Participants are requested to complete the meeting registration form and return it to ESCWA as indicated on the form in order to confirm their participation in the meeting. Information to facilitate your stay in Beirut is kindly provided below.

I. TRAVEL AND TICKETING
Participants attending the meeting at their own cost are responsible for making their own travel arrangements. Air travel reservation and ticketing for sponsored participants will be arranged by the respective agency sponsoring their participation. Roundtrip tickets will be issued in economy class on the most direct, least expensive route in accordance with United Nations rules and regulations. International ground transportation will be reimbursed for sponsored participants traveling by land.

Sponsored participants are kindly requested to bring with them their airline ticket, boarding pass, passport and relevant receipts with them on the first day of the meeting for confirmation and issuance of their daily subsistence allowance.

- ESCWA sponsored participants will receive a daily subsistence rate in Lebanese Pounds to cover the cost of their hotel, meals and incidental expenses during the course of the meeting. You can exchange easily, at your hotel or any exchange office, money from Lebanese Pounds to any international currency (USD, Euros) or vice-versa.
- BGR sponsored participants will be responsible to settle the cost of their personal expenses directly with the hotel. All other expenses will be covered by BGR for the duration of the meeting including accommodation for 4 nights, meals (lunch and dinner) and transportation to and from the airport.

II. HOTEL
A block of rooms have been reserved at the Riviera Hotel at a preferential room rate of US$ 120/night-city view and $153/night-sea view for a deluxe single room, with breakfast and all taxes included. Double rooms may be reserved at the special rate of US$ 153/night-city view and US$ 186/night-sea view. Premium rooms are available at a higher rate. Participants wishing to benefit from this preferential rate should make their hotel reservations through ESCWA via the registration form or by contacting Mr. Adnan Kaddoura at ESCWA (kaddouraa@un.org) by November 25th. If so requested, hotel reservations will be made for the full duration of the participant’s stay, as marked on the registration form, unless otherwise indicated by e-mail or fax.

The Riviera Hotel - Beirut
Corniche Al-Manara
Beirut, Lebanon
Tel: +961 1 373 210
Fax: +961 1 365239
Web Site: www.rivierahotel.com.lb

All participants are welcome to benefit from these preferential rates. Hotel expenses will be settled directly with the hotel.
III. AIRPORT TRANSFERS
Taxis are available at the airport to transport you to your desired destination. A one-way taxi to the Riviera Hotel costs approximately US$ 20 (LBP 30,000). The Riviera Hotel can also arrange for airport pick-up and drop off at a cost of US$ 25 (LBP 37,500) per trip. You may contact the Riviera Hotel directly for these arrangements, by informing them that you are part of the ESCWA group.

IV. VENUE
The three day meeting will be held at United Nations House located at Riad El-Solh Square in Beirut, Lebanon from 1-3 December 2009. The sessions will take place in the Conference Room on the MZ floor.

V. LOCAL TRANSPORTATION
Complementary ground transportation between the Riviera Hotel and UN House will be provided for the duration of the meeting. Transportation will be provided in the morning and evening in accordance with the conference schedule. On the first day of the meeting, participants are asked to be in the hotel lobby to board the bus by 8:40 am.

VI. CONTACT INFORMATION
For any questions or concerns on logistical arrangements, please do not hesitate to contact the following meeting coordinators:

Mr. Adnan Kaddoura
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Water Resources Section
Sustainable Development and Productivity Division
ESCWA
Beirut, Lebanon
Tel: +961 1 978 504
Mobile: +961 70 935 268
Email: kaddouraa@un.org

or

Ms. Rita Faddoul
Director of Sales
Riviera Hotel
Beirut, Lebanon
Tel: +961 1 373 210
Mobile: +961 3 700388
Email: sales@rivierahotel.com.lb

For more information, please visit the meeting website at: