Participants are requested to complete the meeting registration form and return it to ESCWA 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 ESCWA Travel Unit, provided that requests for sponsorship are received at least two weeks prior to the date of travel. Roundtrip airline 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 travelling 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. Sponsored participants will receive a daily subsistence allowance of US$ 268/night to cover the cost of their hotel, meals and incidental expenses during the course of the meeting. Sponsored participants will also received fixed terminal allowance of US$ 152 to facilitate their ground transportation to/from the airport in Beirut and in their country of origin.

II. HOTEL

A block of rooms have been reserved at the Golden Tulip Serenada Hotel - Hamra at a preferential room rate of US$ 150/night for a deluxe single room, including breakfast, free wireless internet access, all taxes and ground transportation between ESCWA and UN House in the morning and evening during the meeting days. Double rooms and premium rooms are available at a rate of US$ 170/night, inclusive of the aforementioned services and taxes. All participants are welcome to benefit from these preferential rates during the summer high season in Beirut.

Golden Tulip Serenada Hotel
Hamra - Abdel Azziz Street (across from HSCB Bank)
Tel: + 961 1 755 550 (if calling from inside Lebanon: 01 755 550)
Fax: + 961 1 755 551

(Note: Abdel Azziz Street is parallel to Hamra Street, which is located in the Hamra district of Beirut.)

Participants wishing to stay at the Golden Tulip Serenada Hotel should make their hotel reservations through ESCWA via the registration form provided or by sending an e-mail to Mr. Adnan Kaddoura (kaddouraa@un.org) by 27 June 2012. Requests for reservations after 27 June will depend upon space availability at the hotel. Hotel reservations will be made for the full duration of the participant’s stay in Beirut as marked on the registration form, unless otherwise indicated by e-mail or fax. Please note that participants are responsible for settling their bill directly with the hotel.

III. AIRPORT TRANSFERS

Taxis are available for hire outside the airport terminal to transport you to your desired destination. A one-way taxi to the Golden Tulip Serenada Hotel (Hamra area) costs approximately US$ 20 (LBP 30,000). The Golden Tulip Serenada Hotel can also arrange for airport pick-up and transfer to the hotel at a cost of US$ 26 (LBP 39,000) per car. You may contact the Golden Tulip Serenada Hotel directly for these arrangements by informing them that you are part of the ESCWA group and by providing them with your arrival information so that a driver can meet you outside the arrivals gate inside the airport terminal.
IV. **VENUE AND DURATION**

The workshop and meeting will be held at United Nations House in Beirut, Lebanon. Access to the building is provided through the entrance located at Riad El-Solh Square. The meeting will take place on the MZ floor meeting room.

The workshop will commence on Monday 2 July at 9:00 am and close on Wednesday 4 July at 2:00 pm. The expert group meeting (EGM) will commence on Thursday 5 July at 9:30 a.m. and close on Friday 6 July at 1:30 p.m. Participants are kindly requested to arrive at the meeting venue one half-hour prior to the start of each meeting to ensure their registration and review documentation related to their sponsorship. The meeting agendas are available on the respective meeting websites.

V. **LOCAL TRANSPORTATION**

Complementary ground transportation between the Golden Tulip Serenada Hotel and UN House will be provided for the duration of the workshop and expert group meeting. Transportation will be provided in the morning and evening in accordance with the meeting schedule based on a schedule provided to the hotel. On the first day of the workshop (Monday, 2 July), participants are kindly asked to be in the hotel lobby to board the bus by 8:15 am. On the first day of the expert group meeting (Wednesday, 5 July), participants are kindly asked to be in the hotel lobby to board the bus by 8:45 am.

VI. **PRACTICAL INFORMATION**

- Currency: Lebanese Pound (LBP) - UN Exchange Rate: US$ 1 = LBP 1500
- Voltage: 220 V - Outlets will fit a two-pin plug known as the European plug
- Time Zone: GMT +3 (summer time)
- Weather: Temperature forecast during June 2012 is humid and ranges from 27-32°C (high) to 18-21°C (low)
- Internet: 3G network is available, as well as wireless Internet (WiFi) at most major hotels and coffee shops. Complementary wireless Internet access is available at UN House.

VII. **CONTACT INFORMATION**

For any questions or concerns regarding logistical arrangements, please do not hesitate to contact the following meeting coordinators:

**UN-ESCWA**

**Mr. Adnan Kaddoura**
Staff Assistant
Water Resources Section
Sustainable Development and Productivity Division
Beirut, Lebanon
Tel: + 961 1 978 504
Mobile: + 961 70 732 116
E-mail: kaddoura@un.org

or

**Golden Tulip Serenada Hotel**

**Mr. Mohammad Dib**
Senior Sales Manager
Hamra - Abdel Aziz Street
P.O. Box: 113-5516
Beirut, Lebanon
Tel: + 961 1 755 550
Fax: + 961 1 755 551
E-mail: info@goldentulipserenada.com
Website: http://www.goldentulipserenada.com

For more information about the meetings and the Regional Initiative for the Assessment of the Impact of Climate Change on Water Resources and Socio-Economic Vulnerability in the Arab Region (RICCAR), please visit the following websites:


**RICCAR:** [http://www.escwa.un.org/RICCAR](http://www.escwa.un.org/RICCAR)