LOGISTICAL INFORMATION NOTE

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

I. Date, Venue and Meeting Language

The meeting will be held from 26 to 28 June 2013 at the United Nations House in Beirut, which is located at Riad El Solh Square in the Downtown Solidere area of Beirut. Kindly access the building from the pedestrian entrance located in front of the Riad El Solh statue at the end of the Banking Street.

The meeting will be conducted in the English language. Simultaneous Arabic-English interpretation will be provided. Participants are requested to bring their own laptops with them to the meeting.

II. Travel

Travel reservation and ticketing for sponsored participants will be arranged by ESCWA. Roundtrip airline tickets will be issued in economy class on the most direct, least expensive route in accordance with United Nations rules and regulations. Participants attending the meetings at their own cost are responsible for making their own travel arrangements.

Sponsored participants are kindly requested to bring with them their airline ticket, boarding pass and passport with them on the first day of the meeting for confirmation and issuance of their daily subsistence allowance (DSA) in Beirut. Sponsored participants will receive a DSA of US$ 268/night to cover the cost of their hotel accommodations, meals and incidental expenses during the course of the meeting, plus a terminal expenses allowance (US$ 152) to cover their airport transfers.

III. Hotel

A block of rooms have been reserved for participants at the Markazia Monroe Suites hotel in Downtown Beirut. The hotel is located walking distance to ESCWA (5 minutes) and to the commercial districts of Solidere and Beirut Souks (5-10 minutes), where one can find retail outlets, restaurants and coffee shops.

Markazia Monroe Suites
Syria Street
Solidere, Downtown, Beirut, Lebanon
Tel: + 961 1 991 200
Fax: + 961 1 991 211
E-mail: info@markaziamonroesuites.com
Website: www.markaziamonroesuites.com
http://www.markaziamonroesuites.com/Map/MarkaziaMap.html

A preferential room rate of US$ 110/night for a single room is offered to participants. Double rooms may be reserved at the special rate of US$ 121/night. The room rate includes all taxes, breakfast and internet access.

Participants wishing to stay at the Markazia Monroe Suites are asked to confirm their request for a reservation on the registration form in order to benefit from the preferential rate. Participants wishing to make their own arrangements at another hotel are asked to advise ESCWA where they will be staying on the registration form. As June is the high-season for tourism in Lebanon, it is recommended that hotel accommodations be reserved well in advance of your arrival. Please note that participants are responsible for settling their bill directly with the hotel.
IV. **Airport Transfers**

Taxis are available at the Beirut International Airport to transport you to your desired destination. A one-way taxi from the airport to a hotel in Beirut costs approximately US$ 25-30.

An airport pick-up can be arranged by the **Markazia Monroe Suites** at the rate of US$ 30. Airport drop-off is also available for an additional at US$ 25. Kindly indicate on the registration form if you would like to request this service. It is advisable to pay pick-up in cash otherwise 10% VAT will be charged (if cost of pick-up is charged to room).

V. **Local Transportation**

Participants are responsible for arranging their own means of ground transportation to and from the meeting venue. For participants staying at Markazia Monroe Suites, kindly be advised that the hotel is located a 5-minute walk from ESCWA and the United Nations House.

VI. **Meals**

Breakfast is included with the room rate at the **Markazia Monroe Suites**. Coffee breaks will be provided during the meeting. Time will be allotted during the meeting to allow participants time to have lunch in the ESCWA cafeteria on the ground floor or at a neighboring restaurant.

VII. **General Information and Tourist Information**

**Time Zone:** Beirut’s time zone in June is be GMT+2

**Currency:** Both United States Dollars ($) and Lebanese Pounds are accepted interchangeably throughout Lebanon. The prevailing exchange rate between United States Dollars and Lebanese Pound is US$ 1 to LBP 1500. Major credit cards are accepted at the hotel and by most vendors. You may exchange your foreign currency in local banks or at the hotel. Banks are normally open from Monday to Friday from 8:30 to 14:00 and on Saturday from 8:30 to 12:00.

**Weather:** Average temperatures in June range from 20-32° C.

**Tourism:** Additional information on tourist attractions in Beirut and Lebanon is available at: [http://www.lebanon-tourism.gov.lb/AboutLebanon](http://www.lebanon-tourism.gov.lb/AboutLebanon)

VIII. **Meeting Secretariat**

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</thead>
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| Ms. Maya Hammoud              | Tel: + 961 1 978 814 Cel: + 961 3 469 739 | hammoudm@un.org              |
| Research Assistant, Water Resources Section Sustainable Development & Productivity Division ESCWA Beirut, Lebanon |