

Dear participants,

Reference is made to the invitation addressed to you to participate in the The Regional Conference on: "Renewable Energy and Sustainable Development in Rural Areas of the ESCWA Region" 26-28 November 2013, Rabat , Morocco, We are happy to inform you that preparations for the meeting are progressing well and are on track.

In addition, we would like to draw your kind attention to the following logistical information in order to facilitate your stay in Morocco:

- 1- Meeting Venue:
  - **The Regional Conference**, at Hotel Rabat.
- 2- Rooms will be booked, for participants who wish, at Hotel Rabat, for a **group rate of 1140. Dhs/per night for single room** (including breakfast and taxes) by sending an email to Ms. Imane Benyamna ([benyamna.imane@gmail.com](mailto:benyamna.imane@gmail.com)) who is in charge for this mater, however Participants are responsible to arrange for their own room payments directly to the hotel.

**Hotel Rabat**

Room Reservations:

Tel: 05 37 70 00 71

Fax: 05 37 70 00 59

Gsm: 06 06 60 66 88

- 3- If you would like to reserve in another hotel, list for other hotels will be send to you.
  - 4- However, please note that transportation for the technical site visit in the third day (28/11/2013) will be provided.
  - 5- Concerning the disbursement of your daily subsistence allowance (DSA / per diem) and terminal expenses, kindly provide the following:
    - 5.1 Original boarding passes;
    - 5.2 Copies of pages of passport showing (i)- page with photo and particulars and (ii)- those showing exit stamp from their country and entry stamp to Morocco; and,
    - 5.3 Participants, who were instructed by ESCWA to buy self airline tickets, are also invited to **bring original receipts in their name for the total value of the ticket issued by the travel agent** in order to be reimbursed accordingly.
    - 5.5 **Receipt of invoice for transportation by train from Rabat to Casablanca (Morocco).**
    - 5.6 **Palestinian participants need to provide receipts for their crossing bridge fees along.**
- Note:** All of the above documents / proof of payment have to be handed to Ms. Noha Ziade or (alternatively to Ms. Myoung Su Ko or Imane Benyamna) at the registration desk on the first day of the meeting (Tuesday 26 November 2013). Disbursement of entitlements can only be made upon receipt of these documents.

Wishing you a safe trip and a successful mission.

Looking forward to welcoming you to the meeting in Morocco later this month.