Participants are requested to complete the Registration Form in order to confirm their participation in the Forum. Information to facilitate the participants stay in Amman is kindly provided below.

I. **Visa**

Participants needing an entry visa to the Hashemite Kingdom of Jordan are requested to complete their own VISA process. However if you encounter difficulties, please contact ESCWA/ Ms. Rita Wehbe. (Contact details on page 2)

II. **Hotel**

A block of rooms have been reserved at the *Kempinski Hotel Amman* at the below preferential rates.
- **USD 135.00** per single room per night
- **USD 153.00** per Double room per night

Inclusive of 10% Service Charge and 16% Sales tax

All participants are welcome to benefit from these preferential rates. Those who wish to book at Kempinski Hotel Amman should make their own hotel reservations by sending an e-mail to *Mr. Ayham Hiasat who is the contact person for room reservation* stating the full title of the Forum.

*Mr. Ayham Hiasat*
Groups & Events Sales Manager
Abdul Hamid Shouman St · Shmeisani · P.O.Box 941045 Amman 11194 Jordan
Tel +962 6 5200 200
Fax +962 6 5200 214
Mobile +962 7 99449184
E-mail: ayham.hiasat@kempinski.com
www.kempinski.com

III. **Airport Transfers**

Taxis are available for hire outside the airport to transport you to your desired destination (cost 22$/15.5JOD ). Alternatively you may provide Kempinski Hotel with your arrival information and directly arrange airport pick up or drop off with the hotel, which is available upon request at JOD 40.000 inclusive of taxes per car per way.

Queen Alia Airport is 45 km/30minutes driving away from Kempinski Hotel. City Center: 5 km – 15 minutes, shopping District: 3 km – 10 minutes.

IV. **Venue and Duration**

The three-day forum will be held at Kempinski Hotel in Amman, Jordan. The forum will take place in the “All Reem Ballroom”. It is expected that the meeting will commence on Wednesday 2 April 2014 at 8:30 am and close on 4 April 2014 at 13:00 pm.
The month of April is characterized by rapidly rising daily high temperatures, with daily highs increasing from 10°C (night) to 21°C over the course of the month. Please check the weather forecast a few days before arriving to Amman.

<table>
<thead>
<tr>
<th>Apr 1</th>
<th>Apr 2</th>
<th>Apr 3</th>
<th>Apr 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mostly sunny</td>
<td>Clouds giving way to some sun</td>
<td>Increasing cloudiness</td>
<td>A little morning rain</td>
</tr>
<tr>
<td>22°C le 11°</td>
<td>23°C le 11°</td>
<td>23°C le 11°</td>
<td>20°C le 9°</td>
</tr>
</tbody>
</table>

VI. USEFUL TIPS

Currency: There are no currency regulations and foreign currency of almost any denomination is readily exchanged in Jordan. The DINAR is the official currency of Jordan. The prefix is also written as JOD. The official exchange rate is JOD 1 = US$ 1.41. The best exchange rates for other currencies are generally available at private moneychangers found at the airport and throughout Amman.

Clothing: Lightweight summer clothing is ideal with a wrap, sweater or jacket for cooler winter nights and air-conditioned premises. Although the dress code in Jordan is generally casual, guests in the larger hotels do tend to dress more formally in the evening.

Time: The Hashemite Kingdom of Jordan is currently two hours ahead of GMT. However please check for summer time before arriving to Amman.

Electricity: Domestic supply is 220V, 50Hz, requiring rounded two-prong wall plugs. Visitors from the US will need a transformer; however, it is a good idea to bring an adaptor with you.

CONTACT INFORMATION

For any queries regarding the logistical arrangements, please do not hesitate to contact -

Ms. Rita Wehbé
Food and Environmental Policies Section (FEPS)
Sustainable Development and Productivity Division
ESCWA, Beirut, Lebanon
Tel: +961-1-978513
E-mail: wehbe@un.org

Or

Mr. Ayham Hiasat
Kempinski Hotel Amman
Abdul Hamid Shouman St. Shmeisani
P.O.Box 941045 Amman 11194 Jordan
Tel +962 6 5200 200
Fax +962 6 5200 214
Mobile +962 7 99449184
E-mail: ayham.hiasat@kempinski.com
www.kempinski.com

For more information visit the forum website at: