



# DevInfo



UNITED NATIONS ECONOMIC AND SOCIAL  
COMMISSION FOR WESTERN ASIA  
(ESCWA)



UNITED NATIONS CHILDREN'S  
FUND MIDDLE EAST AND NORTH  
AFRICA (UNICEF)

## INFORMATION NOTE FOR PARTICIPANTS

### 5<sup>th</sup> Regional Workshop on DevInfo ver. 6.0 ESCWA – Beirut, 13-17 July 2009

#### **Date and Venue**

The Fifth Regional Workshop on DevInfo, Beirut from 13-17 July 2009, is organized by the United Nations Development Operations Coordination Office (UNDOCO), the Economic and Social Commission for Western Asia (ESCWA), and the United Nations Children's Fund MENA Regional Office (UNICEF).

The meeting will be inaugurated at 09:00 hours on Monday, 13 July 2009 in MZ Hall, UN House at MZ Level.

#### **Participants**

The workshop participants are from the National Statistical Offices, Ministries, and UN agencies. Participants must be proficient in DevInfo v5.0 or have passed the DevInfo e-learning orientation: (<http://www.devinfo.info/e-learning/en/index.htm>).

#### **Working Languages**

The workshop will be conducted in English and Arabic

#### **Venue and Accommodation**

The workshop will take place in the UN House at MZ Level in MZ Hall.

A list of Hotels with UN rates is attached. For further information on the workshop please check the following link to the Statistics Divisions Homepage:

<http://www.escwa.un.org/information/meetingdetails.asp?referenceNum=01004E>

#### **Registration & Identification Badges**

Participants are requested to register and obtain meeting badges at the Registration Counter, located on the MZ Level, UN House, between 08:30 and 09:00 on the opening day of the meeting. Only the names of pre approved registered participants will be participating in the workshop.

For identification and security reasons, all participants are requested to wear their meeting badges at all times during the meeting, social functions and in the United Nations House. The loss of a meeting badge should be reported personally to the Conference Management Unit, so that a new one can be issued immediately.

## **Weather**

The weather in Beirut is warm and humid. Light clothing would be appropriate. The conference room where the workshop is to be held is air-conditioned and the temperature is maintained in the range of 23-24 degrees Celsius (72-73 degrees Fahrenheit).

## **Health and Vaccination**

The United Nations buildings are smoke-free areas. Participants are allowed to smoke only in the designated areas.

## **Foreign Exchange**

The exchange rate is LBP 1,500.00= 1.00US\$

## **Visa / Personal**

A letter of invitation will be sent by ESCWA Statistics Division to each participant to facilitate issuance of visa. ESCWA will assist in the issuance of visas for special cases like Palestine.

## **Airline Reservations/Confirmations**

Participants are advised to make their bookings early. Confirmation of tickets will be handled by Mr. Roy Doumit, ESCWA on the first day. Participants are advised to provide their ticket to Mr. Doumit on the first day of the training to allow time to process all confirmations. Kindly indicate any change on the reserved return dates on the ticket cover. Participants who fail to provide their tickets on the first day will be responsible to make their own confirmations.

## **Hotel Accommodation**

Participants are encouraged to make their own hotel reservations early due to high season. A hotel list is provided in a separate document for ease of reference. Please confirm the room rates indicated including service charge and value added tax.

## **Airport Transportation**

Participants may request their hotels to provide transportation from / to airport. The following is a list of private taxi companies, their numbers and rates:

		<i>Rate from airport</i>	<i>Rate to airport</i>
- Allo Taxi	+9611366661/ +9613753430	17\$	13.5\$
- Lebanon Taxi	+9611353153	20\$	17\$
- Charlie Taxi	+9611285710	13.5\$	13.5\$
- Taxi Premier	+9611389222	13.5\$	10\$
- Queen Taxi	+9611423340	10\$	10\$

## Contact Information

For further information on the workshop kindly contact:

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