



ESCWA

UNITED NATIONS ECONOMIC & SOCIAL COMMISSION FOR WESTERN ASIA

Logistics Note

Expert Group Meeting on Social Security in Western Asia: Sustainability and Accessibility

8-9 September 2011

Date & Venue

The EGM on Social Security will be held on Thursday 8 and Friday 9 September 2011, from 9 am until 4 pm.

The EGM will take place in Committee Room I at B1 Level at the United Nations House in Riad Al-Solh Square in downtown Beirut.

All participants at the EGM are requested to confirm their participation by **completing the Registration Form and sending it to the meeting secretariat.**



Entry Visas

Participants are requested to check with the Lebanese Consulates in their respective countries regarding visa requirements, and to make arrangements to obtain a visa. Holders of United Nations Laissez Passer documents and certain nationalities can obtain an entry visa to Lebanon at the airport. A copy of the invitation to the meeting could be submitted to facilitate the granting of visa.

Participants can also check the website of the [Lebanese General Security](http://www.general-security.gov.lb/English/Entrance%20Visas/Pages/default.aspx) for further information. <http://www.general-security.gov.lb/English/Entrance%20Visas/Pages/default.aspx>

Travel

If the meeting secretariat is covering the cost of your travel, please send us a copy of the passport you will be traveling on as soon as possible, in order to proceed with ticket purchases and other administrative clearances. ESCWA will purchase your ticket according to the applicable UN rules and regulations, whereby the most direct and economical route will be chosen, and an electronic ticket will be sent to you. **Please do not buy your own ticket, as you can not be refunded.**

Daily Subsistence Allowance (DSA)

Participants traveling at the secretariat's expense will receive a daily per Diem at the applicable UN rate for Beirut to cover accommodation and terminal expenses for the duration of the meeting.

Please bring your ticket and your passport with you on the first day of the meeting in order to have your payment processed on time.

Lodging

Participants at the EGM are free to make their own lodging arrangements. Below are some suggestions of hotels that are relatively close to downtown Beirut, and that have applicable UN rates. Other hotels in Beirut would also offer you a special UN rate. When making your booking, please make sure to indicate that you are attending the EGM at ESCWA to ensure that you get the UN rate. **Please note that all participants should settle their bill directly with the hotel.**

Hotel	Room Rate per night	Address & URL	Reservations Contact Person
Le Commodore 5*****	Single Room \$150/ Double Room \$165 Including Breakfast & 16% service charge Not including 10%VAT Airport Pick up/Drop off \$28 per car per way	Hamra Street, Beirut Tel: 961-1-734734/ 961-3-414904/078174 Fax: 961-1-345806 E-mail: reservations@lecommodorehotel.com	Ms. Dina Kazan
Gefinor Rotana 5*****	Classic Room \$200 single/ \$220 double Premium Room \$220 single/ \$240 double Including Breakfast & 16% service charge Not including 10%VAT Airport Pick up/Drop off \$30 per car per way (Special rates are also available for suites)	Hamra, Clemenceau Street, Beirut Tel: 961-1-371888-999 Fax: 961-1-372999 E-mail: res.gefinor@rotana.com	Mr. Eddy Daccache
Crowne Plaza Hotel 5*****	Deluxe Single Room \$195/ Double \$215 Including Breakfast & 16% service charge Not including 10% VAT Airport Pick up/Drop off \$33 per car per way	Hamra Street, Beirut Tel: 961-1-754755 Fax: 961-1-749555 E-mail: info@cpbeirut.com reservations@cpbeirut.com	Ms. Christelle Madi Mr. Liwaa Masri
Le Bristol Hotel 5*****	Single Room \$90 Including Breakfast & 16% service charge Not including 10%VAT Airport Pick up/Drop off \$28/cab	Mme Curie Street, Verdun, Beirut Tel: 961-1-351400 Fax: 961-1-351409 E-mail: reservation@lebristol-hotel.com	Ms. Kim Mouawad
Radisson Blu Martinez Hotel 4****	Standard Single Room \$200/ Double \$220 Including Breakfast & 16% service charge Not including 10% VAT Airport Pick up \$33 /Drop off \$28	Ain El Mreisseh, Beirut Tel: 961-1-368111 Fax: 961-1-370333 E-mail: reservations.beirut@radissonblu.com	Ms. Farah Itawi
Markazia Monroe Suites 4****	Junior suite (Single /Double) \$200 Including Breakfast (for 1-2 persons) & 16% service charge Not including 10%VAT Airport Pick up \$ 30 per car per way Airport Drop off \$25 per car per way	Riad El Solh, Downtown Beirut Tel: 961-1-991200 Fax: 961-1-991211 E-mail: Reservations@markaziamonroesuites.com	Ms. Rita Abdallah
Napoleon Hotel	Single room \$88 /Double Room \$110 Junior Suite \$175 Including Breakfast & 16% service charge & 10% VAT Airport Pick up/Drop off \$30 per car per way	Hamra, Beirut Tel: 961-1-340013 Fax: +961-1-340420 E-mail: napoleon@napoleon.com.lb	Mr. Nicolas Dona
Golden Tulip Hotel de Ville	Single Room \$95/ Double Room \$110 Including Breakfast & 16% service charge Not including 10% VAT Airport Pick up/Drop off \$30 per car per way	Sodeco, Beirut Tel: 00961-1-637777 Fax: 00961-1-637700 E-mail: salestwo@goldentuliphoteldeville.com	Ms. Nihal Farhat
Coral Suites Al Hamra	Deluxe Single Room \$80/ Double \$95 Including Breakfast & 16% service charge Not including 10% VAT Airport Pick up/Drop off \$28 per car per way	Baalbeck Street- Hamra Tel : 00961 1 34 34 11 Fax : 00961 1 34 56 09 Email : reservation@coral-hamra.com	Ms. Huzam Khaddage

Transportation to and from the Airport

The Beirut Rafic Hariri International Airport is the only international airport in Lebanon. It is approximately 10 – 15 minutes from downtown Beirut. Participants should make their own arrangements from and to the airport. Some hotels offer airport pick-up at a fixed rate. Private taxi companies can also be arranged. The fare usually ranges between \$20-25

General and Tourist Information

- **Time Zone:** Beirut's time zone is GMT+2
- **Electricity:** Electricity Voltage is 220
- **Currency:** Both the US Dollar and the Lebanese Lira are accepted everywhere in Lebanon. USD \$1 is approximately 1,500 LL
- **Weather:** Average temperatures in September range from 23 to 28 degrees Celsius.
- **Tourism:** The following websites provide information on tourist attractions in Beirut and Lebanon
 - <http://www.destinationlebanon.com/>
 - <http://www.travel-to-lebanon.com/>

Papers and Presentations

If you are delivering a presentation at the EGM, please send an electronic copy of the presentation by 25 August 2011 to the EGM Secretariat. Please indicate if you will be using PowerPoint or if you need internet access during the presentation.

EGM Website

A webpage for the EGM is set up on the ESCWA website where all background documentation including the information note, the organization of work, logistics, biographies, background readings, etc... will be posted. Please check this site regularly for any updates.

Language of the EGM

The Languages of the meeting are English and Arabic. Simultaneous interpretation will be available in both languages.

EGM Secretariat

Should you have any questions regarding your participation in the EGM on Social Security in Western Asia, the members of the Secretariat staff in the Social Development Division (SDD) would be happy to assist you.

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