LOGISTICAL INFORMATION NOTE

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

I. TRAVEL AND TICKETING

Participants attending the meeting at their own cost are responsible for making their own travel arrangements. Air travel reservation and ticketing for sponsored participants will be arranged by the agency sponsoring their participation. Roundtrip airline tickets will be issued in economy class on the most direct, least expensive route in accordance with United Nations rules and regulations. International ground transportation will be reimbursed for sponsored participants traveling by land.

Sponsored participants are kindly requested to bring with them their airline ticket, boarding pass, passport and relevant receipts with them on the first day of the meeting for confirmation and issuance of their daily subsistence allowance. Sponsored participants will receive a daily subsistence rate to cover the cost of their hotel, meals and incidental expenses during the course of the meeting.

II. HOTEL

A block of rooms have been reserved at the Golden Tulip Serenada Hotel at a preferential room rate of US$ 115/night for a deluxe single room, with breakfast and all taxes included. A double room may be reserved at the special rate of US$ 135/night, inclusive of breakfast and all taxes. Premium rooms are available at a higher rate. All participants are welcome to benefit from these preferential rates.

Golden Tulip Serenada Hotel
P.O. Box 113-5516
Abdel Aziz Street (off Hamra Street near HSBC Bank)
Hamra, Beirut, Lebanon
Tel: + 961 1 755 550
Mobile: + 961 70 719 298
Fax: + 961 1 755 551
E-mail: sm@goldentulipserenada.com
Web Site: www.goldentulipserenada.com
Contact Person in Hotel: Mr. Mohamed Dib

Participants wishing to benefit from this preferential rate should make their hotel reservations through ESCWA via the registration form provided or by sending an e-mail to Mr. Adnan Khaddoura (kaddouraa@un.org) by 29 October 2010.

If so requested, hotel reservations will be made for the full duration of the participant’s stay as marked on the registration form, unless otherwise indicated by e-mail or fax. Hotel expenses will be settled by the participants directly with the hotel.
III. AIRPORT TRANSFERS

Taxis are available for hire outside the airport to transport you to your desired destination. A one-way taxi to the GoldenTulip Hotel (Hamra area) costs approximately US$ 25 (LBP 37,000). The GoldenTulip Hotel can also arrange for airport pick-up and transfer to the hotel at a cost of US$ 25 (LBP 37,000), and from the hotel to the airport. You may contact the GoldenTulip Hotel directly for these arrangements by informing them that you are part of the ESCWA group and providing them with your arrival information.

IV. VENUE AND DURATION

The three day meeting will be held at United Nations House in Beirut, Lebanon. Access to the building is provided through the entrance located at Riad El-Solh Square. The meeting will take place on the B1 floor in Committee Room I.

It is expected that the meeting will commence on 8 November 2010 at 9:30 am and close on 10 November 2010 at 1:00 pm.

V. LOCAL TRANSPORTATION

Complementary ground transportation between the Golden Tulip Hotel and UN House will be provided for the duration of the meeting. Transportation will be provided in the morning and evening in accordance with the conference schedule. On the first day of the meeting, participants are asked to be in the hotel lobby to board the bus by 8:45 am.

VI. CONTACT INFORMATION

For any questions or concerns regarding logistical arrangements, please do not hesitate to contact the following meeting coordinators:

Mr. Adnan Kaddoura  
Staff Assistant  
Water Resources Section  
Sustainable Development and Productivity Division  
ESCWA  
Beirut, Lebanon  
Tel: + 961 1 978 504  
Mobile: + 961 70 732 116  
Email: kaddouraa@un.org

or

Mr. Mohamed Dib  
The Golden Tulip Serenada Hotel - Beirut  
Tel: + 961 1 755 550  
Mob: + 961 70 719 298  
E-mail: sm@goldentulipserenada.com

For more information, please visit the meeting website at:  