

**ECONOMIC AND SOCIAL
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Economic and Social Commission for Western Asia (ESCWA)

Arab Forum for Sustainable Development - 2018
Future Generations, Natural Resources and the Common Good
UN House, Beirut, Lebanon, 24-26 April 2018

Logistics Note**I. DATE AND VENUE**

The Arab Forum for Sustainable Development 2018 will take place from 24 to 26 April 2018 at the UN House in Riad El Solh area, Beirut, Lebanon. For additional information, please visit the following webpage: <https://www.unescwa.org/events/arab-forum-sustainable-development-2018>.

II. CONTACT INFORMATION

For any questions regarding logistics and arrangements, please contact:

Mr Enda Nevin
ESCWA Unit on 2030 Agenda
Tel.: +961 76047885
E-mail: nevin@un.org

Ms Therese Breir
Social Development Division
Tel.: +961 1 978813
E-mail: therese.breir@un.org

Ms Pamela Nassar
ESCWA Unit on 2030 Agenda
Tel.: +961 1 978545
E-mail: nassar@un.org

III. LANGUAGES

Arabic is the working language of the forum. Simultaneous interpretation will be available from and into Arabic, English and French.

IV. REGISTRATION

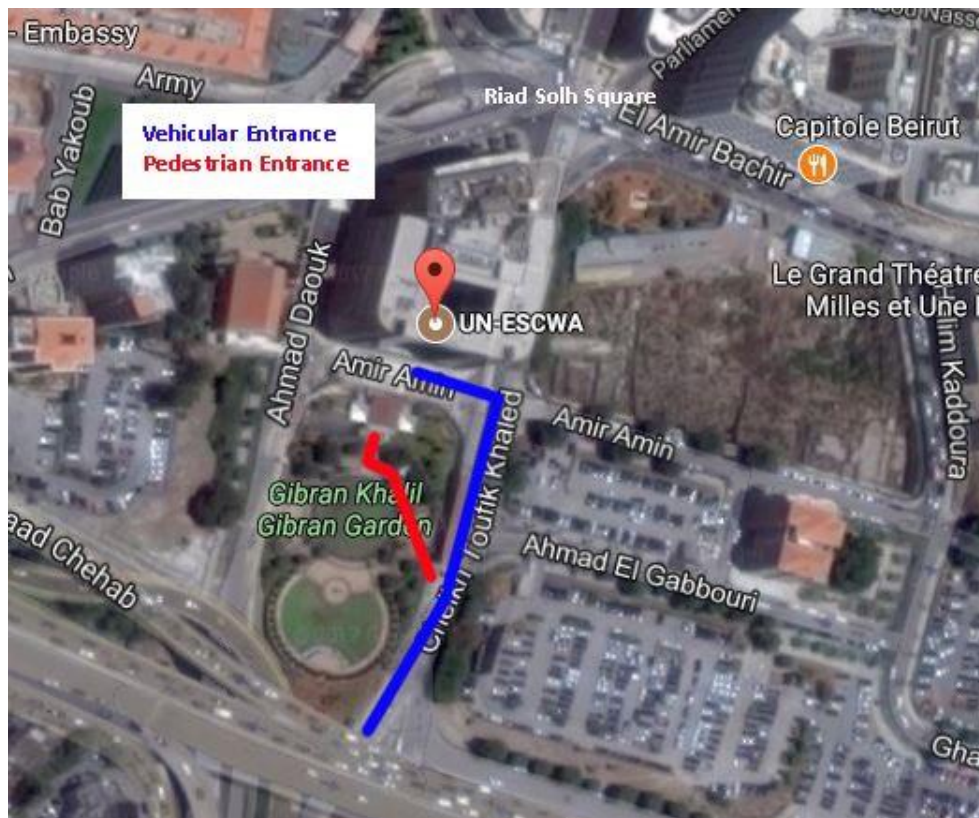
All participants are requested to register online through the following link: <https://reg.unog.ch/event/23959/registration/>. Please report any registration difficulties to the organizers.

V. ACCESSING THE UN HOUSE

Access to the UN House will be facilitated by the Safety and Security Section of ESCWA. Upon arrival, participants will be asked to show a valid government-issued photo identification card and will receive a badge to access the building. Participants are requested to keep the badge with them at all times.

You are advised to collect your passes for entry to UN House between 7.30am and 15:00 **on Monday 23 April** to avoid delays on the day of the forum. For those who collect their pass on 24 April, kindly note the collection office is open from 7:30am. Your pass will be valid for the duration of the AFSD-2018. All those entering UN House must pass through security and you are advised to allow time for the security check.

Pedestrians use the Visitors Entrance accessed through Gibran Khalil garden facing the building. The following is a map showing both the Pedestrian and Vehicular Entrances.



PARKING

Car access to the UN House premises is not allowed. Exception is made for cars of VIPs; in this case, please provide ESCWA with the **model, color and plate number** of the vehicle, in addition to the **driver's name** and mobile at least **two days** ahead of the event. Hence with the exception of VIPs you are advised to take taxi from your hotel to UN House. There is traffic congestion in Beirut in the morning and it is recommended to leave your hotel/place of residence early to allow for this.

VI. INTRA-FORUM

A. LUNCH AND COFFEE BREAKS

Lunch will be served in two locations: the B1 level, next to the Main Hall with and the Cafeteria on Ground Floor. Coffee Breaks will be served outside the Main Hall on B1 level.

A. PRAYER ROOM

There is a prayer room located on Mezzanine Floor (MZ). There are also numerous mosques in close vicinity to UN House.

B. SMOKING

Smoking is prohibited in the building. There is one designated smoking area to the right of the main entrance. You are also free to smoke in the Khalil Gibran Garden in front of the building.

VII. VISA

Participants from outside Lebanon are requested to inquire about their visa and, if needed, secure one accordingly by contacting the Lebanese embassy/consulate in their country¹. Any difficulties should be reported to the organizers.

VIII. HOTELS

Participants are requested to arrange their own hotel reservations by directly contacting a hotel of their choice in Beirut. Please contact the organizers for the list of hotels with reduced rooms rates that are exclusive to delegates attending the event.

IX. TRANSPORTATION

Participants are kindly requested to arrange their own local transportation between the airport, hotel and forum venue. It is recommended to arrange airport pick-up with the hotel selected.

X. EXCHANGE RATE

USD 1.00 \approx LBP 1,500.

XI. TRAVEL AND ACCOMODATION

For sponsored participants from outside Lebanon, the organizers will cover the cost of economy-class air travel and will issue pre-paid tickets. Notifications of flight details will be sent to all air traveling participants by e-mail. For self-ticket purchase, please contact the organizers for information on applicable rules.

For participants from Palestine, the organizers will cover the costs of self-arranged land travel to Amman based on the UN distance rate and will then arrange ticket reservations for Amman-Beirut-Amman.

For participants from Syria, the organizers will cover the costs of self-arranged land travel to Beirut based on the UN distance rate.

A. ITINERARIES AND ISSUING OF TICKETS

Travel reservation will be arranged based on the UN Rules and regulations. Arrival will be on the day preceding the forum and departure will be after the forum depending on availability of the closest flight. Participants who have specific requests for travel times or deviation in dates are requested to communicate this **immediately**. The organizers will accommodate deviations in dates/times **only if feasible** within the allocated budget and timeline. Otherwise, the participant will be requested to amend his/her own ticket after issuance.

B. REQUIRED DOCUMENTS

Sponsored participants are urged to submit the following through the registration link as soon as possible:

1. Clearly scanned copy of a valid passport in color;
2. Duly filled and signed HR Mini Master Form.

¹ ESCWA will offer visa assistance to participants from Palestine.

On the first day of the forum, sponsored participants are requested to submit the following:

1. Passport;
2. Boarding Pass(es);
3. A copy of the e-ticket if changed;
4. Receipt for two-way land travel expenses (applicable to participants from Palestine and Syria).

C. SUPPORT FOR DAILY EXPENSES

Sponsored participants will receive the Daily Subsistence Allowance (DSA) for Beirut.² Participants shall use this amount to cover accommodation, meals and other daily expenses.³ Participants are thus requested to settle their bills directly with the hotel. Participants will also receive a set amount that covers airport terminal expenses.⁴

² The current DSA for Beirut is US\$246, effective 1 April 2017. Since lunch will be offered by the organizers, a 10 percent reduction may apply.

³ Participants should settle their bills directly with the hotel.

⁴ Airport terminal expenses is set by the United Nations at a lumpsum of US\$152.