

Logistics Note

I. DATE AND VENUE

The Arab Regional Conference on Population and Development: Five Years after the 2013 Cairo Declaration 2018 (the Conference) will take place from 30 October to 1 November 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-regional-conference-population-development>

II. CONTACT INFORMATION

For any questions regarding logistics and arrangements, please contact:

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III. LANGUAGES

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

IV. REGISTRATION

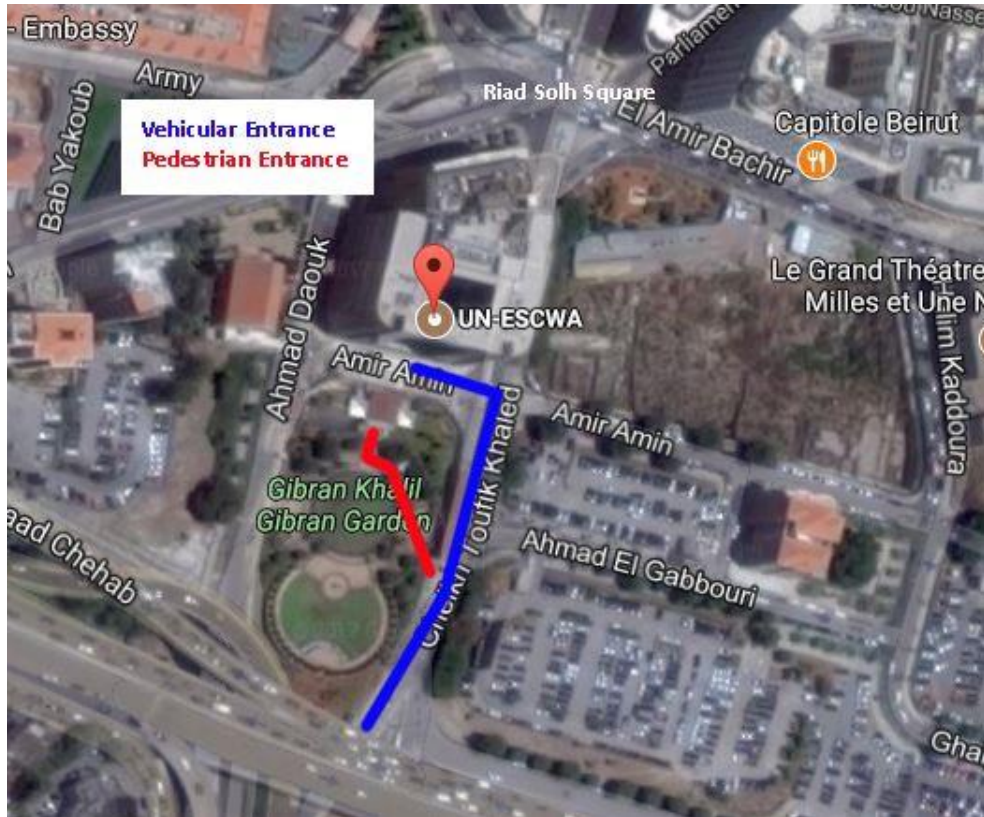
All participants are requested to register online through the following link: <https://reg.unog.ch/event/26165/> Please report any registration difficulties to the organizers.

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.

On 30 October, kindly note the collection office is open from 7:30am. Your pass will be valid for the duration of the Conference. 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-CONFERENCE

A. LUNCH AND COFFEE BREAKS

Lunch will be served in 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. A list of hotels with UN room rates is attached for your convenience.

IX. TRANSPORTATION

Participants are kindly requested to arrange their own local transportation between the airport, hotel and Conference 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 Conference and departure will be after the Conference 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 and some other Arab countries, provided necessary documents are presented at least 3 weeks before the conference date.

On the first day of the Conference 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. Participants shall use this amount to cover accommodation, meals and other daily expenses. Participants are thus requested to settle their bills directly with the hotel. Participants will also receive a set amount that covers airport terminal expenses.