



Logistics Note

Expert Group Meeting on Social Exclusion Beirut, Lebanon, 1-2 August 2008

For all participants:

Meeting Venue and Time

The two-day Expert Group Meeting will be held on Friday 1 August 2008 from 9am to 4pm and Saturday 2 August from 9am to 1pm at the Committee Room I, UN House, Riad El-Solh square in Beirut, Lebanon.

Registration begins at 8:30 am on Friday.

Draft Consolidated Report

A draft of the Consolidated Report on Social Exclusion in the ESCWA Region will be made available to participants in English during the first week of July. The main findings and recommendations of the Report will be the topic of a presentation during the meeting.

Language

The meeting will be held in English. There will be no simultaneous translation during the meeting.

Information

The EGM website is available at

<http://www.escwa.un.org/information/meetingdetails.asp?referenceNum=790E>

The website is updated regularly with information regarding the meeting, background documents, and links to other relevant sites.

For participants from outside Lebanon:

Travel

ESCWA will purchase the round-trip ticket to Beirut for participants based outside Lebanon. Where available, E-Tickets will be sent to participants by Email. Should participants have any preferences regarding date of arrival or departure, please inform Ms. Salwa Mohamed by 1 July at the latest. Participants are requested **NOT** to purchase their own tickets.

In order to proceed with ticket purchases and other administrative clearances, ESCWA requires a copy of the passport you will be traveling on as soon as possible and no later than 1 July 2008. Please send a copy to Ms. Salwa Mohamed by e-mail or by fax.

Entry Visas

Participants are requested to obtain their own visas through the Lebanese Consulate in their respective countries. A copy of the invitation to the meeting could be submitted to facilitate the granting of a visa. Participants will be reimbursed the cost of their visa upon presentation of a receipt.

Should you have any difficulty or require assistance please let us know.

Daily Subsistence Allowance (DSA) and Terminal Expenses

Participants to the EGM who are sponsored by ESCWA will receive the standard UN Daily Subsistence Allowance (DSA) at the rate of US\$172/per day as well as US\$152 to cover terminal expenses. On the 1st of August, the DSA rate will be US\$ 154.8 (10% less) as ESCWA will be hosting the lunch. Participants are responsible to settle their own hotel bills and transportation costs.

Airport Transportation

The Rafiq Hariri International Airport is approximately 20 minutes from downtown Beirut. Most hotels offer an airport pick-up service at different rates. Participants who wish to request airport pick-up should inform Ms. Salwa Mohamed by 10th July at the latest.

Lodging

Below is a list of hotel names and the respective UN rates in Beirut. Please note that the following rates are only available to you if ESCWA books the room; such rates are not available to you directly. Therefore, and as this is considered high season in Lebanon, please inform Ms. Mohamed of your choice as soon as possible to ensure availability. Otherwise, you may make your own reservation directly with the hotel at the available high season rate. All suggested hotels are a short cab ride away (10-15 minutes) from the EGM venue. For your information, taxes in Lebanon, or the VAT, is 10%.

Gefinor Rotana Hotel 5***** \$115 B/B (Excluding Taxes)
 Hamra, Clemenceau Street
 Tel: 961-1-371888, Fax: 961-1-360831
 Email: res.gefinor@rotana.com

MONROE Hotel 4***** \$75 B/B (Excluding Taxes)
 Ain El-Mreisseh, Kennedy street
 Tel: 01-371122, Fax: 01-371112
 E-mail: abir.abirached@monroebeirut.com

MAY FLOWER 4***** \$55 B/B (Including Taxes)
 Hamra - Beirut
 Tel: 01-340680, Fax: 01-342038
 E-mail: mayflo@dm.net.lb

Crowne Plaza Hotel 5***** \$120 B/B (Excluding Taxes)
 Hamra – Beirut
 Tel: 961-1-754755, Fax: 01-991211
 E-mail: reservation@cpbeirut.com

FOUR POINTS SHERATON 5*****

Verdun - Beirut

Tel: 01-803804, Fax: 01-803802

E-mail: verdun.reservations@starwoodhotels.com

\$120 B/B (Excluding Taxes)

MARKAZIEH MONROE SUITES 5*****

Markazieh Building, Down town – Beirut

Tel: 01-991200, Fax: 961-1-749555

E-mail: housni.yaman@monroebeirut.com

\$124 B/B (Including Taxes)

CASA D'OR HOTEL 4****

Jeanne D'arc Str. - Hamra

Tel: 01-347850, 01-348300, Fax: 01-347840

E-mail: ola@casadorhotel.com

\$55 B/B (Excluding Taxes)

Weather

The average temperature in Beirut during August is approximately (26°C-30°C) Celsius. The weather is usually sunny and humid.

Currency

In Lebanon, US dollars are widely used, as is the national currency, Lebanese Lira (pound). The exchange rate is approximately \$1=LBP 1500.

ESCWA Contact Information

Ms. Ramla Khalidi First Social Affairs Officer Tel. +961 1 978 409 Fax. +961 1 981 510 E-mail: khalidir@un.org	Ms. Maisaa Youssef Associate Human Settlement Officer Tel. +961 1 978 410 Fax. +961 1 981 510 E-mail: youssef8@un.org
Mr. Elias Attieh Research Assistant Tel. +961 1 978 404 Fax. +961 1 981 510 E-mail: attiehe@un.org	Ms. Salwa Mohamed Team Assistant Tel. +961 1 978 416 Fax. +961 1 981 510 E-mail: mohamed1@un.org