

الأمم المتحدة
اللجنة الاقتصادية والاجتماعية لغربي آسيا

UNITED NATIONS
Economic and Social Commission
for Western Asia



NATIONS UNIES
Commission économique et sociale
pour l'Asie occidentale

LOGISTICS NOTE

Peer Review Meeting Operationalising Social Policy in the ESCWA Region

Beirut, 22 June 2007

Travel

ESCWA will purchase the round-trip ticket to Beirut for participants based outside Lebanon. Tickets will be sent to participants via PTA. Should you have any preferences regarding date of arrival or departure, please inform Ms. Salwa Mohamed by 6 June 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 6 June 2007. 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 visa. This should be done as soon as possible to avoid possible delays.

Daily Subsistence Allowance (DSA) and Terminal Expenses

Participants to the PRM will receive DSA at the rate of US\$161/per day as well as US\$152 to cover terminal expenses.

Lodging

Participants to the PRM will be staying at the [Gefinor Rotana Hotel](#) in Beirut, where the one day meeting will be held. The Rotana Hotel is located on Clemenceau Street in the heart of Beirut.



Tel: (+961) 1 371888

Fax: (+961) 1 372999

E-mail: gefinor.hotel@rotana.com

A special rate of US\$79.2 has been negotiated with the Gefinor Rotana Hotel. This rate is inclusive of bed, breakfast and taxes.

Airport Pick-up

The Gefinor Rotana Hotel offers an airport pick-up service at the rate of US\$15. Participants who wish to request airport pick-up should inform Ms. Salwa Mohamed by 15 June at the latest.

ESCWA Contact Information

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