

**Workshop on
Climate Change Adaptation in the Environment Sector Using Integrated Water
Resources Management (IWRM) and Ecosystem-based Management Tools**

22-24 March 2016 - Beirut, Lebanon

LOGISTICAL INFORMATION NOTE

Information to facilitate your stay in Beirut is kindly provided below.

I. VENUE, DATE AND MEETING LANGUAGE

The three-day meeting will be held at Le Commodore Hotel, located in Hamra , Beirut-Lebanon from 22-24 March 2016:

Le Commodore Hotel
Commodore Street, Hamra
Tel: +961 961 1 734734 ext 111 - Fax: +961 1 345806
<http://www.lecommodorehotel.com/>

The language of the meeting is Arabic & English. Interpretation services will be available during the meeting.

II. TRAVEL, TICKETING & VISA

Air travel reservation and ticketing for sponsored participants will be arranged by ESCWA. **Roundtrip tickets will be issued in economy class on the least expensive route in accordance with United Nations rules and regulations.** Participants attending the meeting at their own cost are responsible for making their own travel arrangements.

Sponsored participants will receive a daily subsistence allowance (272\$ /night) up to four nights to cover the cost of their hotel, meals and incidental expenses during the course of the meeting, in addition to a fixed terminal expense allowance (US\$ 152) to cover their airport transfers.

Sponsored participants are kindly requested to bring with them on the **first day** of the meeting their **passport, copy of airline ticket and original boarding pass + (Bridge crossing fees receipt only for participants from Palestine) + (Two way taxi original receipt only for participants from Syria)** for confirmation and issuance of their DSA.

For Visa to Lebanon, all participants are required to secure their own visa, if needed, from the Lebanese embassy at their countries. Visa is free for some countries and could be acquired at arrival to Beirut Airport at a cost of LBP 50000 (around \$33.00). For more information please visit the following website:

http://www.general-security.gov.lb/Entry_vis.aspx

III. HOTEL

A block of rooms have been reserved by ESCWA at Le Commodore Hotel in Beirut at a preferential room rate of US\$ 88/night for a single room and US\$ 99/night for a double room; the daily rate includes a buffet breakfast, free Wifi internet, in-room coffee and tea facilities and all taxes.

Reservations shall be made through ESCWA and all participants are welcome to benefit from these preferential rates. All hotel expenses will be settled by the participants directly with the hotel.

IV. TRANSPORTATION TO / FROM HOTEL

Taxis are available at the Beirut International Airport to transport you to your desired destination. A one-way taxi from the airport to a hotel within Beirut costs approximately US\$ 25-30.

Airport pick-up/drop off service is available at Le Commodore Hotel at the rate of US\$ 28/way/car.

Participants are kindly requested to make their own taxi arrangements directly with the hotel (**Email: Haifa.m@lecommodorehotel.com**). Credit card details might be requested by the hotel to confirm your taxi reservation. A no-show fee will be charged by the hotel.

V. LOCAL TRANSPORTATION

Participants who stay in other hotels will be responsible for providing their own means of transportation from/to the meeting venue in Beirut.

VI. MEALS

Breakfast is included with the room rate at Le Commodore Hotel. Coffee breaks will be provided during the meeting.

Time will be allotted for lunch breaks during the meeting to allow participants time to have lunch in the hotel restaurant or at neighboring restaurants/snacks in Hamra street.

VII. PRACTICAL INFORMATION

- **Currency:** US\$ 1 = LBP 1500 (approximately). United States Dollars and Lebanese Pounds can be used interchangeably as common currencies throughout Lebanon.
- **Voltage:** 220 V - Outlets will fit the two-pin plug known as the European plug.

VIII. CONTACT INFORMATION

For any questions or concerns on logistical arrangements, please do not hesitate to contact the meeting coordinator:

Mr. Hadi Radwan
Research Assistant
Water Resources Section
Sustainable Development and Productivity Division
ESCWA
Beirut, Lebanon
Tel: + 961 1 978 569
Mobile: + 961 3 231 217
Fax: + 961 1 981 510 / 511 / 512
Email: radwan@un.org