

**ECONOMIC AND SOCIAL
COUNCIL**Distr.
LIMITED26 March 2018
ORIGINAL: ENGLISH**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 1 978769
Email: nevin@un.org

Ms Therese Breir
Social Development Division
Tel: + 961 1 978 813
E-mail: therese.breir@un.org

Ms Pamela Nassar
ESCWA Unit on 2030 Agenda
Tel: +961 1 978545
Email: 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 during the Forum and return it once it adjourns.

Pedestrians use the Visitors Entrance accessed through Gibran Khalil garden facing the building.

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.

VI. 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.

VII. 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.

VIII. 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.

IX. EXCHANGE RATE

USD 1.00 \approx LBP 1,500.

X. 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.

¹ ESCWA will offer visa assistance to participants from Palestine.

B. REQUIRED DOCUMENTS

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

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

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

- Passport;
- Boarding Pass(es);
- A copy of the e-ticket if changed;
- 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 Beirut². 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 expenses⁴.

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.