

The Fifth Regional Training Workshop on Capacity Development for Climate Change Negotiations for the Arab Countries

*17-19 November 2015
League of Arab States (LAS), Cairo, Egypt*

LOGISTICAL INFORMATION NOTE

I. VENUE, DATE AND MEETING LANGUAGE

The three-day workshop will be held at the **League of Arab States headquarters** in Cairo from 17-19 November 2015 at Al-Tahrir Square, Cairo, Egypt. The meeting will be conducted in English and Arabic. No interpretation is provided.

II. TRAVEL AND TICKETING

Air travel reservation and ticketing for sponsored participants will be arranged by the Arab Network for Environment and Development (RAED). Roundtrip tickets will be issued in economy class on the most direct, 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 (DSA) for four nights to cover the cost of their hotel, meals and incidental expenses during the course of the workshop. A fixed terminal expenses allowance will also be provided to cover ground transportation.

Sponsored participants are kindly requested to bring with them on the **first day** of the meeting their **passport, copy of airline ticket and boarding passes** for confirmation and issuance of their DSA.

Participants are required to secure their own visa for entry to Egypt. Participants should check with the Embassy of Egypt in their country of residence to see if a visa is necessary and to secure their visa prior to departure if needed.

III. HOTEL

A block of rooms have been reserved at the following hotels at preferential room rates shown below:

Semiramis Intercontinental Hotel

Corniche El Nil, Cairo

Garden City (5 minutes walk to Al- Tahrir Sqaure)

The below rates are inclusive of all taxes and service charges.

Room Type	Single Room Rate	Double Room Rate	Hotel Offer
Superior Room	US\$ 120	US\$ 130	- Bed and breakfast; - Free Wifi up to 1 Mbps; - Free in-room tea and coffee making facilities.

Kindly advise if you require room reservation at the Semiramis Intercontinental Hotel. Reservations shall be made through RAED and all participants are welcome to benefit from these preferential rates. All hotel expenses will be settled by the participants directly to the hotel.

IV. TRANSPORTATION TO / FROM HOTEL

Taxi services at the Cairo International Airport are available outside arrival hall. It is kindly suggested that participants travel with a registered taxi provider/airport taxi company.

V. MEALS

- A daily breakfast buffet is included with the room rates at the above mentioned hotels;
- Coffee breaks will be provided during the meeting;
- Participants shall arrange for their own lunches and dinners.

VI. PRACTICAL INFORMATION

- **Currency:** Egyptian Pound (EGP)
- **UN Exchange Rate:** 1 US\$ = EGP 7.834
- **Voltage:** 220 V

VII. CONTACT INFORMATION

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

To: RAED	CC: ESCWA
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