

## ADMINISTRATIVE INSTRUCTIONS

Project “Strengthening the Development of International Merchandise Trade Statistics (IMTS) and the compilation of e-commerce in Member Countries of the Economic and Social Commission for Western Asia (ESCWA)”

### **International Workshop on Country Practices in Compilation of International Merchandise Trade Statistics**

<b>Dates:</b> 28 October - 2 November 2007	<b>Location:</b> Amman, Jordan	<b>Venue:</b> Hotel Radisson SAS
---	-----------------------------------	-------------------------------------

**Workshop languages:** Arabic and English (with simultaneous translation)

#### **Contact Details**

<b>For substantive issues:</b>	<b>For administrative matters:</b>
Ms. Fathia AbdelFadil Fax:: +961-1-981510 Email: <a href="mailto:abdelfadil@un.org">abdelfadil@un.org</a>	Ms. Zeina Sinno Tel: +961-3-441987: Fax: +961-1-981510 E-mail: <a href="mailto:sinnoz@un.org">sinnoz@un.org</a>

**1. IMPORTANT NOTE:** To ensure timely processing of administrative and travel arrangements, the participant is requested to submit to Ms. Zeina Sinno by fax and/or e-mail by maximum 25 September 2007 the following

- Completed registration form filled in English and Arabic (see attached)
- Copy of valid passport

**2. Travel details: (information for participants attending at ESCWA expenses)**

- UNESCWA will cover the fees of travel and participation according to UN rules and regulations.
- UNESCWA will make the travel arrangements and will inform the participants of their respective travel details.
- Participants are advised to retain the original air tickets stubs (or e-ticket receipt and itinerary if applicable) and boarding passes for administrative and financial purposes.

**3. Hotel Arrangements: (for All participants)**

- All participants are advised to stay in Radisson SAS (information on room rates below,) Amman (address: Al-Hussein Bin Ali Street, Tel:+962 6 5607100, Fax: +962 6 5663108) where the workshop will be held for logistics and administrative purposes. Confirmation for hotel reservation should be made to Ms. Zeina Sinno by e-mail and/ or fax by maximum 30 September 2007.

(Single room: JOD60.00,

Double room JOD65.00

- \* Rates are per room per night and in Jordanian Dinars.
- \* Rates are subject to %10 service charge and %10 Gov Tax,.
- \* Rates include daily buffet breakfast
- \* Free Coffee & tea making facilities in the rooms refurbished daily with Nescafe - tea - cream and sugar
- \* LCD screen TVs in all the rooms 36 inches
- ESCWA will arrange the hotel reservation only at Radisson SAS hotel.

**4. Visa Arrangements:**

- Participants should contact their nearest Consulate or Embassy of Jordan to arrange visas.