

**Expert Group Meeting Towards Assessing the
Vulnerability of Water Resources to Climate Change in the Arab Region**
26-28 October 2009 – UN House – Beirut, Lebanon

LOGISTICAL INFORMATION NOTE

Participants are requested to complete the meeting registration form and return it to ESCWA as indicated on the form in order to confirm their participation in the meeting. Information to facilitate your stay in Beirut is kindly provided below.

I. TRAVEL AND TICKETING

Participants attending the meeting at their own cost are responsible for making their own travel arrangements. Air travel reservation and ticketing for sponsored participants will be arranged by the respective agency sponsoring their participation. Roundtrip tickets will be issued in economy class on the most direct, least expensive route in accordance with United Nations rules and regulations. International ground transportation will be reimbursed for sponsored participants traveling by land.

Sponsored participants are kindly requested to bring with them their airline ticket, boarding pass, passport and relevant receipts with them on the first day of the meeting for confirmation and issuance of their daily subsistence allowance. Sponsored participants will receive a daily substance rate to cover the cost of their hotel, meals and incidental expenses during the course of the meeting.

II. HOTEL

A block of rooms have been reserved at the Monroe Hotel at a preferential room rate of US\$ 110/night for a deluxe single room, with breakfast and all taxes included. Double rooms may be reserved at the special rate of US\$ 121/night. Premium rooms are available at a higher rate. Participants wishing to benefit from this preferential rate should make their hotel reservations through ESCWA via the registration form or by contacting Mr. Adnan Khaddoura at ESCWA (kaddouraa@un.org) by October 19th. If so requested, hotel reservations will be made for the full duration of the participant's stay, as marked on the registration form, unless otherwise indicated by e-mail or fax.

The Monroe Hotel - Beirut

Saint George Area – across from the Phoenecia Hotel
Kennedy Street
Beirut, Lebanon
Tel: +961 1 371 122
Fax: +961 1 371 112
Web Site: www.monroebeirut.com

All participants are welcome to benefit from these preferential rates. Hotel expenses will be settled directly with the hotel.

III. AIRPORT TRANSFERS

Taxis are available at the airport to transport you to your desired destination. A one-way taxi to the Monroe Hotel costs approximately US\$ 20 (LP 30,000). The Monroe Hotel can also arrange for airport pick-up and transfer to the hotel at a cost of US\$ 30 (LBP 45,000) and from the hotel to the airport at a cost of US\$ 25 (LBP 37,500). You may contact the Monroe Hotel directly for these arrangements, by informing them that you are part of the ESCWA group.

IV. VENUE

The three day meeting will be held at United Nations House located at Riad El-Solh Square in Beirut, Lebanon from 26-28 October 2009. The sessions will take place on the B1 floor in Committee Room I.

V. LOCAL TRANSPORTATION

Complementary ground transportation between the Monroe Hotel and UN House will be provided for the duration of the meeting. Transportation will be provided in the morning and evening in accordance with the conference schedule. On the first day of the meeting, participants are asked to be in the hotel lobby to board the bus by 8:45 am.

VI. CONTACT INFORMATION

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

Mr. Adnan Kaddoura
Administrative Assistant
Water Resources Section
Sustainable Development and Productivity Division
ESCWA
Beirut, Lebanon
Tel: +961 1 978 504
Mobile: +961 70 935 268
Email: kaddouraa@un.org

or

Ms. Pilar Eid
Sales Executive
Monroe Hotel
Beirut, Lebanon
Tel: +961 1 371 122
Mobile: +961 3 940 734
Email: pilar.eid@monroebeirut.com

For more information, please visit the meeting website at:

<http://www.escwa.un.org/divisions/teams.asp?teams=Water%20Resources&division=SDPD>