

**ECONOMIC AND SOCIAL
COUNCIL**

Distr.
LIMITED
E/ESCWA/RFSD/2020/INF.2
24 January 2020
ORIGINAL: ENGLISH

Economic and Social Commission for Western Asia (ESCWA)

Arab Forum on Sustainable Development 2020 - A Decade for accelerated
action towards transformative change
UN House, Beirut, 7-9 April 2020

Logistics note**I. DATE AND VENUE**

The Arab Forum for Sustainable Development-2020 (AFSD-2020) will be held from 7 to 9 April 2020 at the United Nations House in Beirut. For additional information, please visit the following webpage: <https://www.unescwa.org/events/arab-forum-sustainable-development-2020>

II. CONTACT INFORMATION

For any questions regarding logistics and arrangements, please contact:

Mr. Enda Nevin
Tel: +961 76047885
Email: nevin@un.org

Ms. Pamela Nassar
Tel: +961 1 978545
Email: nassar@un.org

III. LANGUAGES

Arabic is the working language of the AFSD-2020. 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: <http://indico.un.org/e/ArabForumSustainableDevelopment2020>. Please report any registration difficulties to the organizers.

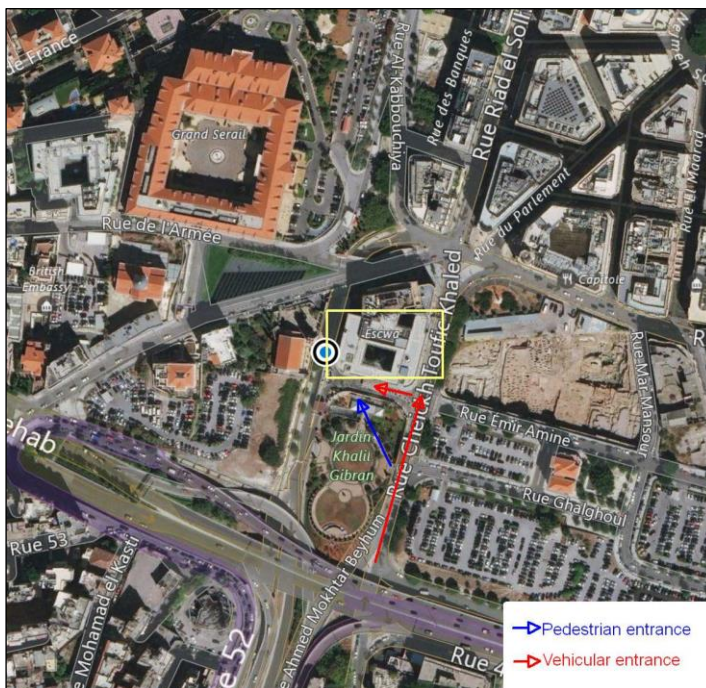
V. ACCESSING THE UNITED NATIONS HOUSE

Access to the United Nations House will be facilitated by the ESCWA Safety and Security Section. 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.

You are advised to collect your passes for entry to the United Nations House between 7.30 a.m. and 3 p.m. **on Monday, 6 April 2020** to avoid delays on the day of the Forum. For those collecting their pass on 7 April 2020, kindly note that the collection office is open from 8 a.m. Your pass will be valid for the duration of AFSD-2020. You are kindly requested to return the badge to security at the end of the Forum. All those entering the United Nations House must pass through security. You are advised to allow time for the security check.

A. PEDESTRIAN ACCESS

Pedestrians must use the Visitors Entrance, accessed through Gibran Khalil Gibran garden facing the building. The following is a map showing both the pedestrian and vehicular entrances.



B. PARKING

Car access to the United Nations House premises is not allowed. Exception is made for cars of VIPs and persons with disabilities. In this case, please provide ESCWA with the **model, colour** and **plate number** of the vehicle, in addition to the **driver's name** and mobile number, **at least two days ahead of the event**. With the exception of VIPs, you are advised to walk or take a taxi from your hotel to the United Nations House. Beirut experiences morning traffic congestion, so it is recommended to leave your hotel/place of residence early to account for this.

VI. INTRA-FORUM

A. LUNCH AND COFFEE BREAKS

Lunch will be served by ESCWA cafeteria. Coffee breaks will be served outside the meeting room.

B. PRAYER ROOM

There is a prayer room on the mezzanine floor (MZ). There are also numerous mosques in close vicinity of the United Nations House.

C. SMOKING

Smoking is prohibited in the building. There is one designated smoking near the main entrance. You are also free to smoke in the Gibran Khalil Gibran garden in front of the building.

VII. VISAS

Participants from outside Lebanon are requested to enquire about their visa and, if needed, secure one by contacting the Lebanese embassy/consulate in their country.¹ Any difficulties should be reported to the organizers. Please refer to the website of the Lebanese General Security for further details: <http://www.general-security.gov.lb/en/posts/38>.

VIII. 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 a list of hotels that offer special room rates. Participants are kindly requested to settle their bills directly with the hotel.

IX. TRANSPORTATION

Participants are kindly requested to arrange their own local transportation between the airport, hotel and the United Nations House. It is recommended to arrange airport pick-up with the hotel.

X. TRAVEL AND ACCOMODATION

For a limited number of 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 travelling participants by email. For self-ticket purchase, please contact the organizers for information on applicable rules.

For covered participants from the State of Palestine, the organizers will cover the costs of self-arranged land travel to Amman based on the United Nations distance rate, and will arrange ticket reservations for Amman-Beirut-Amman.

For covered participants from the Syrian Arab Republic, the organizers will cover the costs of self-arranged land travel to Beirut based on the United Nations distance rate.

A. ITINERARIES AND ISSUING OF TICKETS

Travel reservation will be arranged based on United Nations rules and regulations. Arrival will be on the day preceding the Forum, and departure will be after the Forum depending on availability of the earliest 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, participants will be requested to amend their own ticket after issuance.

Sponsored participants are reminded not to purchase their tickets individually before liaising with the organizers.

B. REQUIRED DOCUMENTS

Sponsored participants are urged to register online as soon as possible, and submit a clearly scanned copy of a valid passport in colour.

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

¹ The organizers will offer visa assistance to participants from Libya, the State of Palestine and Yemen.

1. Passport that includes airport stamps;
2. Original boarding pass(es);
3. A copy of the e-ticket if changed;
4. Receipt for two-way land travel expenses (applicable to participants from the State of Palestine and the Syrian Arab Republic);
5. Bridge crossing receipt/ticket (applicable to participants from the State of Palestine);
6. Receipt for visa expenses, if any;
7. In case a participant arrives in Beirut after midnight, a hotel invoice is required for the first night.

C. SUPPORT FOR DAILY EXPENSES

Sponsored participants will receive the daily subsistence allowance (DSA) for Beirut.² Participants shall use this amount to cover accommodation, meals and other daily expenses. Participants are requested to settle their bills directly with the hotel. Participants will also receive a set amount that covers airport terminal expenses.³

² The current DSA for Beirut is \$246, effective 1 April 2017. Since lunch will be offered by the organizers, a 10 per cent reduction applies.

³ Airport terminal expenses is set by the United Nations at a lumpsum of \$188.