



6-7 June 2023 - Beirut, Lebanon - بيروت، لبنان - حزيران/يونيو 2023



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Second Arab Forum for Equality

One Voice... Equality in Food Security

Beirut, 6–7 June 2023

Logistics note

Prepared for ESCWA partners and participants

ESCWA has prepared this logistics note to facilitate your participation in the Second Arab Forum for Equality, 6–7 June 2023 at the United Nations House in Beirut.



I. Venue, date and meeting language

The Second Arab Forum for Equality will be held at the United Nations House in Beirut 6–7 June 2023. Logistical details are available on the Forum website at <https://afe-2023.unescwa.org/>.

The working languages of the Forum are Arabic and English. The Forum will be held in Arabic and simultaneous interpretation will be available from Arabic into English and French. Sign language interpretation will also be provided.



II. Travel, ticketing, visa and allowances

Air travel reservations and ticketing for ESCWA-sponsored participants will be arranged by ESCWA. **Roundtrip tickets will be issued in economy class on the least expensive route, in accordance with United Nations rules and regulations. Participants will be contacted directly by ESCWA regarding their airline ticket arrangements.** Participants attending the meeting at their own cost are responsible for making their own travel arrangements, including ticketing and insurance.

Visas for entry to Lebanon will be requested by ESCWA through official channels for sponsored participants and on a request basis for participants making their own arrangements.

On Tuesday, June 6, sponsored participants are kindly requested to bring their **passport, original airline ticket boarding pass, land transportation/taxi receipt/invoice or train receipt/invoice** to the meeting venue for confirmation and issuance of their daily subsistence allowance, which will take place on June 7. Collection and review of documents provided will be undertaken by ESCWA staff.



III. Hotel

Participants are urged to book their accommodation for their stay as soon as possible.

A list of hotels with UN special rates that offer a range of accommodation in Beirut is attached for info and possible reference.

All hotel expenses will be settled by the participants directly with the hotel.



IV. Local transportation and airport transfers

All participants are kindly requested to make their own arrangements for local transportation to/from the airport and hotel. ESCWA will provide sponsored participants with a lump sum terminal allowance to cover airport terminal expenses in their home country and in Beirut. No receipt is required to receive this allowance.



V. Meals

Coffee and lunch breaks will be provided during the Second Arab Forum for Equality at the meeting venue.



VI. Climate and weather

The average temperature in Beirut in June ranges from a high of 82°F (28°C) to a low of 68°F (20°C), with moderate humidity.



VII. Time zone

Time zone in Beirut (GMT+3).



VIII. Transportation

The following transportation options are available in Beirut:

- Taxi at the airport –Local taxi service is available 24 hours a day, 7 days a week.
- Taxi companies –Taxis are available 24 hours a day – Better to use a certified company, such as **Allo Taxi** (Call 1213) or **Charlie Taxi** (Call +961 1 285 710)
- Uber – This popular mobile phone application for hiring taxis is available in Lebanon for users with internet access. **Ensure to order the trip using the option to pay in cash (in Lebanese pounds) rather than by card to avoid the fluctuating exchange.**





IX. Additional information

The official information note for the Second Arab Forum for Equality is available at <https://afe-2023.unescwa.org/index-ar.html>.



XI. Contact information

For questions or concerns regarding logistical arrangements, please do not hesitate to contact the following ESCWA meeting coordination team:

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