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UNDP - RBAS

Regional Electoral Support Project for Middle East and North Africa

“Electoral Systems: A Comparative Perspective”

26-28 October 2017
Amman, Jordan

Logistics Letter

1. Accommodation and Venue of the meeting

1.1 Meeting venue:

The meeting will be held at Saint Joseph University, Beirut (Lebanon).

Saint Joseph University

Damascus Street

Beirut, Lebanon

Tel: +961 1 421 000

E-Mail: info@usj.edu.lb

<https://www.usj.edu.lb/>

1.2 Hotel Accommodation:

Participants are expected to arrive on 25 October and depart on 29 October 2017.

Rooms have been reserved at the [SmallVille Hotel](#) on Bed and Breakfast basis at a rate of \$104.50 per night (inclusive of all applicable taxes).

DSA will be disbursed to cover accommodation arrangements for the duration of the meeting and will be required to settle hotel charges upon check-out on 29 October 2017. Participants are kindly requested to cover extra expenses incurred during their stay such as mini-bar, alcohol, telephone calls, laundry, business center, spa, etc.

2. Travel/ Admin Requirements

UNDP Regional Programme for Arab States has arranged for your travel. Please contact [us](#) immediately to follow up on this matter to avoid problems or delays.

Beirut DSA as of October 2017 is US\$ 246.00.

Dinner will be provided on 28 October 2017. Therefore, participants should receive reduced DSA in line with the below.

DSA Breakdown Table						
Date	Accommodation (50%)	Breakfast (6%)	Lunch (12%)	Dinner (12%)	Misc. (20%)	Total (USD)
25 Oct	\$123.00	\$14.76	\$29.52	\$29.52	\$49.20	\$246.00
26 Oct	\$123.00	\$14.76	\$29.52	\$29.52	\$49.20	\$246.00
27 Oct	\$123.00	\$14.76	\$29.52	\$29.52	\$49.20	\$246.00
28 Oct	\$123.00	\$14.76	\$29.52	\$0.00	\$49.20	\$216.48
29 Oct	Departure day. No DSA to be disbursed.					\$954.48

TE Breakdown Table				
Home/Airport	Airport/Hotel	Hotel/Airport	Airport/Home	Total (USD)
\$38.00	\$0.00	\$0.00	\$38.00	\$76.00

2.1. Visa Formalities:

Participants with a valid UNLP can obtain a visa upon arrival to Rafic Hariri International Airport free of charge. Participants traveling with national passports from restricted countries should obtain a visa prior to commencing travel to Lebanon. Kindly consult the Lebanese Embassy on visa requirements. This should be done as soon as possible to prevent problems or delays.

2.2. Transportation:

UNDP shall provide transportation From Rafic Hariri International Airport to the Hotel and vice versa. A sign with your name and UNDP logo will be shown at the airport for easier guidance.

3. Facilities

3.1. Fax/ E-mail/Printing:

A business center is available at the Hotel for Fax/e-mail and printing of documents. Participants are kindly requested to cover extra expenses incurred from using the hotel business center services.

3.2. Internet:

Free wireless connection will be available in all rooms.

3.3. Voltage:



The voltage in Lebanon is 220-240 Volts. The majority outlets accept one type of plug with two rounded style pins. If you travel to Lebanon with a device that does not accept 220-240 Volts, you will need a voltage converter. Although most laptops are designed for travellers and auto-sense and auto-switch between 110 and 240 volts, participants need

to check for this capability before bringing their equipment to Lebanon. If a laptop does not have the right plug, you will also need to bring a plug adapter.

3.4. Currency and Exchange Rate:

Exchange rate: US\$ 1.00 = LBP 1510 ([as per UN October 2017 exchange rate](#)).

The US dollar is accepted in the local market. Visa, Master Card & American Express are widely used in Beirut. Keep a few small notes (US\$1) handy for tips to porters, bell boys, etc.

3.5. Weather:

High temperatures in October range from 24°C (75.2°F) to 27°C (80.6°F), while night-time temperatures may fall as low as 18°C (64.4°F) with a slight chance of rain.

4. Emergency contact numbers:

4.1. Local emergency contacts

- Police: 112
- Civil Defense: 125
- Fire Department: 175
- Ambulance Service: 140

4.2. UN Security emergency contacts

Name	Designation	Tel No	Email address
Mr. Mohamad Karaki	UNDP Security Associate	+961-3-364312 (cell)	mohamad.karaki@undp.org

4.3. Organizers contacts

Name	Designation	Focal Point	Tel No	Email address
Mr. Youssef Beyhum	Programme Support Unit Assistant	Logistics	+961-70-191721 (cell)	youssef.beyhum@undp.org