

GENERAL INFORMATION

Global capacity-building initiative for parliaments on sustainable development

Regional seminar for the parliaments of the Arab States

**Beirut - Lebanon
29 - 30 November 2005**

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1. Seminar venue

The seminar on Capacity-building for parliaments on the sustainable management of water resources will be held in National Assembly of Lebanon, Beirut.

Lebanese National Assembly
Nejmeh Square
Downtown Beirut
Beirut
Lebanon

Tel: + 961 1 982180
Fax: + 961 1 981472

The opening of the seminar will take place on Tuesday, 29 November 2005, at 8.30 am.

2. Registration

Members of the Inter-Parliamentary Union (IPU) and observers are kindly requested to send their list of participants attending the seminar **no later than 18 November 2005** to the following addresses, using the enclosed registration form:

Secretariat of UNITAR
Mrs. Berta Pesti
Palais des Nations
1203 Geneva 10 / Switzerland
Email : berta.pesti@unitar.org
Fax : +41 22 917 89 93

Secretariat of the AIPU
Mrs. Leyla Nachawati
B.P. 4130 Damascus / Syria
Email: info@arab-ipu.org
Fax: +96 311 613 02 24

Secretariat of the IPU
Ms. Norah Babic
5 chemin du Pommier
Case postale 330
1218 Le Grand-Saconnex
Geneva / Switzerland
Email: postbox@mail.ipu.org;
nb@mail.ipu.org
Fax: +41 22 919 41 60

3. Accommodation and hotel reservation

List of hotels

HOTEL CATEGORY	Price in euros*	
	Single	Double Junior suite
***** Phoenicia Intercontinental Hotel	\$ 225	\$225 \$ 375
***** Movenpick Hotel	\$ 135	\$155 \$ 440
***** Mariott Hotel	\$ 79	\$ 89 \$ 270
***** Safir Hotel	\$ 75	\$ 85 \$ 300
***** Bristol Hotel	\$ 70	\$ 70 \$ 90

* Prices include room, breakfast.
10% VAT and 10% service charge excluded.

Hotel reservation: conditions and cancellations

Preliminary block bookings at special rates have been made for the seminar. The enclosed hotel reservation form should be returned **by 18 November** *directly to the hotel of your choice with a copy to:*

Secretariat of the Lebanese IPU Group:
Lebanese National Assembly

Telephone: + 961 1 982180

Fax: + 961 1 981472

Hotels:

Phoenicia Intercontinental Hotel

Telephone: + 961 1 369100

Fax: + 961 1 367404

Movenpick Hotel

Telephone: + 961 1 869666

Fax: +961 1 809326

Mariott Hotel

Telephone: + 961 1 840540

Fax: + 961 1 840345

Safir Hotel

Telephone: +961 1 810555

Fax: + 961 1 814888

Bristol Hotel

Telephone: +961 1 351400

Fax: +961 1 351409

Requests for hotel reservations will be dealt with on a first come, first served basis. We therefore urge you to make your reservations as early as possible, indicating a second option.

Your hotel reservation cannot be confirmed until the hotel of your choice has received the registration form and your credit card details.

You will then receive notification of confirmation, indicating the name of your hotel and giving details of your planned arrival and departure schedules.

After 27 November 2005, in the event of cancellation without prior notice, the price of one night's accommodation will be charged to the delegate concerned, and the hotel will debit your credit card accordingly.

Any enquiries or requests for additional information, changes in accommodation or cancellations should be sent only to the hotel of your choice, with a copy to the Secretariat of the Lebanese IPU Group (telephone, fax and e-mail mentioned above).

4. Arrival and departure

In order to make it possible to ensure an efficient welcome service at Beirut Rafic Hariri International Airport, all participants are kindly requested to indicate their arrival and departure dates and times and the corresponding flight numbers on their registration forms.

This service will assist with arrival formalities and transportation only for participants staying in the official hotels on the list. It will also provide transportation between the hotels and the airport.

A transportation service will be provided for the arrival of delegations on Sunday, 27 and Monday 28 November and their departure on Thursday, 1 December.

You are kindly requested to inform the Lebanese Parliament's Secretariat by **18 November 2005** at the latest of the flight number and time of arrival and departure of delegates.

5. Visas

Participants from the following countries require a visa for a short stay in Beirut (alphabetical order):

Algeria, Bahrain, Comoros, Djibouti, Egypt, Iraq, Jordan, Kuwait, Libyan Arab Jamahiriya, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, Syrian Arab Republic, Tunisia, United Arab Emirates and Yemen.

Participants are therefore kindly requested to obtain their visa from the Lebanese Embassy or Consulate in their country.

6. Vaccinations

Vaccination certificates are not required for admission to Lebanon.

7. Registration and information desk

The registration and Information desk will be in operation in the seminar centre from 3 p.m. to 6 p.m. on Monday, 28 November 2005 and from 8 a.m. to 6 p.m. on Tuesday, 29 and Wednesday, 30 November 2005.

Participants are kindly requested to register as soon as possible after arrival.

This service will issue badges, deal with enquiries and handle mail and messages for participants.

8. Security

All security measures required for a seminar of this type will be taken. Participants are requested to wear their identity badges visibly at all times, both during the seminar and at official receptions.

No armed persons, without exception, will be allowed on the premises of the National Assembly of Lebanon.

9. Climate

In November, the weather is usually fine; average temperature is min. 14 / max. 21 °C.

10. Foreign exchange

A currency exchange office will be available at the seminar hotels, shops and restaurants accept most credit cards.

11. Transportation

Transportation will be provided, on arrival and departure, between Beirut Rafic Hariri International Airport, and the official hotels. Transportation will also be provided for all official functions during the seminar.

12. Other services

The following facilities will be available at the National Assembly:

- Information desk
- Post office and *currency exchange office (at the hotel)*
- Telephone and fax service, Internet service
- Cafeteria and bar

13. Social events

The programme of official receptions will be included in a package, which will be distributed to participants upon registration.

14. Interpretation

Interpretation will be provided in Arabic, English and French.

For any further information please contact:

Secretariat of the Lebanese IPU Group:
Mrs. Samia Haber
Lebanese National Assembly

Telephone: + 961 1 982180
Fax: + 961 1 981472