



International Labour Organization



Arab Labour Organization

Arab Employment Forum
(Beirut-Lebanon 19-21/10/2009)

Logistics Note

Date:

19-21 October

AEF Venue:

The Metropolitan Palace Hotel
Beirut, Lebanon

Participation of Constituents and Resource Persons:

The Organizers will fund the accommodation, travel, and transportation of one tripartite delegate per country (representing government, employers and workers respectively), in addition to key resource persons. The Programme includes lunch and dinner for all participants throughout the duration of Forum. In addition, for the period 18-21 October 2009, a basic daily allowance will be provided to each sponsored participant.

Accommodation:

Three venues are available for all participants, with bookings held by the ILO at UN rates. The main forum venues are the Metropolitan Palace Hotel and Habtoor Hotel. In parallel, and in keeping with traditional practice, a group reservation has been made for the Workers' delegations at the Padova Hotel from 17-21 October.

Additional rooms have also been booked at the Rotana Hazmieh Hotel for guests coming at their own institutions' expense.

All participants are kindly requested to make their reservations with the selected hotel at your earliest convenience and as per the table below. Participants will also need to send a scanned copy of their passport, as well as their travel details to the hotel directly in order to facilitate check-in upon arrival.

Hotel	Rate	Contact person
Metropolitan Palace Hotel	\$170	Mr. Roy Bou Gharios Senior Sales Manager Habtoor Hotel T: +961.1.496 666 F: +961.1.516 400 M: +961.70.112022 E: roy.bougharios@habtoorhotels.com W: http://grandbeirut.habtoorhotels.com
Habtoor Hotel	\$215	
Padova Hotel (Workers' Delegations)	\$68	Mr. Joe Chamas/Ms. Saydeh Padova Hotel Horch Tabet, Sin El Fil T: +961.1.501333 F: +961.1.501340 M: +961 3 669993 E: p@padovabeirut.com W: http://www.padovabeirut.com/
Rotana Hazmieh Hotel	\$70	Mr. Jad Bou Rjaily, Reservations Rotana Hazmieh Hotel T: +961.5.458000 E: res.hazmieh@rotana.com Mr. Joseph Kassis, Sales Manager T: +961.3.684044 E: joseph.kassis@rotana.com W: http://www.rotana.com/property-7.htm

Travel:

Forum participants supported by the organizers are requested to contact Mr. Nabil Marwani from Worldwide Travel and Tourism to confirm their travel arrangements. Please note that, as per ILO financial rules, the organizers will only cover roundtrip economy class fare on the most direct route. All additional expenses, including additional stop(s), extended day (s) or change of class of travel, will be borne by participants.

Mr. Nabil Marwani
Ms. Warda Jafar

World Wide Travel
T: +961.1.366 505
M: +961.3.575 921
E: warda.jaafar@worldwidetravel-lb.com
E: mohamad.kamel@worldwidetravel-lb.com

Other participants may also wish to utilise the services of Worldwide Travel who will be happy to serve you.

Transportation Airport-Hotel:

Should you request it, Worldwide Travel will arrange for your pick up and transport to and from the airport. A representative from Worldwide travel will meet you at the airport. Should any problems arise, please contact the welcome desk of the Metropolitan-Habtoor Hotel, located in the airport.

Liability:

Please note that the organizers will arrange a limited accident and illness insurance during the meeting for the participants invited by the organizers (the above insurance does not cover the travel). All other self-sponsored participants should arrange their own accident and illness insurance for travel and meetings.

AEF Secretariat

The full programme and all other supplementary information related to the Forum will be posted on the website: www.ilo.org/arabstates/aef as of 1 October.

Any other queries on logistical arrangements may be directed to the ILO Regional Office in Beirut at:

T: +961.1. 752400

Ms. Leila Bekdache (extension 118)

Mr. Ghassan Harmouch (extension 120)

Ms. Lynna Moukarzel (extension 231)

Ms. Amal El Fakhoury (extension 112)

E: Aef2009@ilo.org

ILO staff will be available during the meeting for any assistance concerning logistics.
