



## ITU Regional Conference on ICT for Women in the Arab Region: ICT④ Women's Empowerment

Beirut – Lebanon, 26-27 November 2018

### *Information for participants*

#### VENUE OF THE CONFERENCE

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The Conference will be held on 26-27 November 2018 at the following address:

**Mövenpick Hotel Beirut**  
**General de Gaulle Avenue, Raoucheh, Beirut, Lebanon**

#### COORDINATORS

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##### **ITU Coordinator**

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##### **Conference Coordinator**

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Head of International Cooperation  
OGERO Telecom  
Tel.: + 961 1 843189  
Fax: + 961 1 840016  
E-mail: Zeina.bouharb@ogero.gov.lb

## REGISTRATION AND WORKING HOURS

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The on-site registration of participants will take place in the venue on 26 November 2018 at 08:30 am. The opening session will start at 09:00 am. Working hours are from 09:00 to 17:00.

## HOTEL RESERVATION

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Kindly be advised that it is recommended for participants to reserve their hotel accommodations via telephone, fax or E-mail, directly with the hotels of preference, indicating their arrival schedules before two weeks at least before the conference, with a copy to:

Mr. Toufic Habli  
OGERO Telecom  
E-mail: thabli@ogero.gov.lb  
Fax: +961 1 840016

Hotel	Single Room	Double Room	Notes
Movenpick Hotel 5*	\$140+11% VAT	NA	Classic King. Buffet breakfast. Free Wifi. Airport Transfer on request: \$30+11% VAT
Lancaster Plaza 5*	\$130+11%VAT	\$140+11% VAT	Pleasant with Sea View, Free access to the Spa, the beach & the pool at Eden Bay. Free airport transportation ( <b>For Separate Flights</b> ). Free Wifi. Buffet breakfast
Lancaster Suites 4*	\$75+11%VAT	\$85+11% VAT	Deluxe with Kitchenette, Free airport transportation ( <b>For Separate Flights</b> ). Free access to the beach & pool at Eden Bay. Free Wifi. Free access to the Gym. Buffet breakfast
Lancaster Hotel 4*	\$70+11%VAT	\$80+11% VAT	Standard room. Free airport transportation ( <b>For Separate Flights</b> ).Free access to the beach & pool at Eden Bay. Free Wifi. Free access to the Gym. Buffet breakfast

## VISA PROCEDURE

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A valid passport and visa are required to enter Lebanon. In this case, all participants are strongly advised to seek information on requirements applicable in their case from the Lebanese Embassy / Consulate in their home countries in order to obtain a visa.

In case of special assistance needed to obtain visa, please contact:

Mrs. Yvonne SLEIMAN  
Head of International Relations and Maintenance Services  
Ministry of Telecommunications of Lebanon  
Tel: +961 1 979 123  
Fax: +961 1 979 173  
E-mail: ysleiman@mpt.gov.lb

## ARRIVAL AT AIRPORT AND TRANSPORTATION

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In order to secure reception at the airport and transportation to hotels, participants are requested to fill the Hotel Reservation Form and send it to the hotel they choose for accommodation.

Most of the hotels listed in the above table provide complimentary airport transfers for guests.

Otherwise, the airport has all necessary amenities to welcome participants.

Airport practical Information:

At the airport, taxi service is available and the fees are reasonable. Typical charge from the airport to hotels is 30 \$ (can be arranged by Movenpick Hotel)

Taxi Name	Telephone	Fax	Website
<b>Allo Taxi</b>	+961 1 517 030	+ 961 1 481 985	<a href="http://allotaxi.com.lb/">http://allotaxi.com.lb/</a>

## CURRENCY



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The official currency is Lebanese LIRA (**LL**).

Banks are opened from Monday till Saturday, from 8.00 to 15.00.

Visa, American Express, Access/MasterCard, Diners Club cards and travelers checks **can be used**.

The exchange current rates in Lebanon as of 2018 are as follows:

 Dollar	1507,5 LL
 Euro	1734 LL

## CLIMATE

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The Conference will take place in the winter, with temperatures in Beirut between 23 and 16°C (average).

## ELECTRICITY

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AC power voltage in Lebanon is 220 V/50Hz, frequency 50Hz. Most electrical outlets are as shown below.



## Services available for participants during the Conference

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### **Communication center:**

Internet Access free of charge will be available at the event room.

### **Security:**

For security reasons, all participants should be permanently using their badges during the Conference and in all social activities.

**Medical Assistance:** Emergency and urgency medical assistance will be provided free of charge within the premises where the Conference will take place. Nevertheless, it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

## GENERAL INFORMATION

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### **General Information about Lebanon:**

<b>Government</b>	Presidential / Parliamentary
<b>President</b>	General Michel Aoun
<b>Prime Minister</b>	Mr Saad El Hariri
<b>Area</b>	10452 km2
<b>Population</b>	6,000,000
<b>Capital</b>	Beirut
<b>Official Language</b>	Arabic