



Arab High Level Forum on Sustainable Development

5-7 May, 2015

Ritz-Carlton Hotel, Kingdom of Bahrain

Logistical Information Note

Thank you for registering your participation for the Arab High Level Forum on Sustainable Development to take place in Manama, Kingdom of Bahrain on 5-7 May 2015.

Secretariat Contact Information

For any queries regarding the logistical arrangements, please contact:

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A webpage has been created for the meeting and will be updated regularly.

Please visit: <http://www.escwa.un.org/information/meetingdetails.asp?referenceNum=3572E> for updates.

Venue and Duration

The three-day Arab High Level Forum on Sustainable Development will be held at Ritz-Carlton Hotel in Bahrain during 5-7 May 2015. The forum will take place in the Al Noor and Al Ghazal Ballroom.

Agenda

The Provisional Agenda and information relating to background documents will be circulated by Monday 27 April. The agenda includes a number of sectoral side events which we encourage you to take part in.

Language



The Forum will be conducted in English with simultaneous interpretation in Arabic and vice-versa.

Registration

Registration will take place at 08:30 am on Tuesday 5th May, 2015 at the Ritz-Carlton Hotel.

Travel

Participants sponsored by ESCWA or UNEP will be provided with a round trip economy air ticket, issued in accordance with prevailing UN Rules and Regulations, from their city of residence to Manama, Bahrain, normally permitting arrival the day before the meeting, and return by the first available flight after the closure of the Meeting.

PTAs or electronic tickets will be dispatched to sponsored participants a few days before the meeting. You will receive a note to collect your ticket from the designated airline if needed.

For non-sponsored participants, you will need to plan your travel to arrive before the start of meeting and depart after the close of the meeting at 18:00 on Thursday, 7th May.

Visa entry to Bahrain

If you are a passport holder of one of the GCC states, or have a resident permit for one of the GCC states, you may enter the Kingdom of Bahrain without a visa. If you are a national of any other state you will need a visa to enter the Kingdom of Bahrain. If you have already submitted a copy of your passport, it has been submitted for processing by the relevant authorities. A scanned copy of visas once approved will be e-mailed to you.

If you have not submitted a passport copy to date you will need to follow the procedures outlined on the Bahrain Immigration Website: <http://www.mofa.gov.bh/Default.aspx?tabid=147>

Hotel Reservations and Daily Subsistence Allowance

Sponsored participants will be hosted by the Government of Bahrain at the meeting venue (the Ritz Carlton Hotel). **Room reservations have made in their names by the government.** Sponsored participants will have Bed, Breakfast and Lunch provided for the duration of their stay. Any additional expenses charged to the room (laundry, telephone calls, minibar etc.) will be borne by the participant; the organizers do not hold responsibility for these charges.

Relevant **Daily Subsistence Allowance** Payments for sponsored participants, under the UN Rules and Regulations **will be provided on during the meeting upon submission on the first day of the**



meeting of copies of the boarding pass and the relevant passport pages showing their particulars, entry visa, exit stamp from their countries and entry stamp to Bahrain. For self ticket participants, the ticket and an original receipt in their name is needed.

For non-sponsored participants, lunch only will be provided by the organizers. Please find below a list of hotels which are in the close vicinity of the venue of the Forum with the rates, you are requested to **contact the hotel directly** for reservations.

Please note:

- Transportation fees (from & to the airport) are not included in the given packages.
- Hotel taxes at 20% (Service & Government levy charges) are not included in the given rates.
- The UN exchange rate is: 1 USD = 0.377 BD

Please confirm to Ms. Awatif Buchiri (Awatif.Buchiri@unep.org) which hotel you will be staying.

| Hotel Name | Rome Type | Single BD. | Double BD. | Inclusive | Contact Information |
|--------------------------|---------------|------------|------------|----------------------------------|--|
| Ritz-Carlton | Deluxe | 105 | 105 | • Internet | Tel: + 973 396 63535 http://www.ritzcarlton.com/en/Properties/Bahrain/Default.htm |
| Golden Tulip | Deluxe | 48 | 58 | • Buffet Breakfast • Internet | Tel: + 973 399 95154 http://www.goldentulipbahrain.com/en |
| Intercontinental Regency | Classic | 55 | 65 | • Buffet Breakfast • Internet | + 973 391 24552 http://www.ihg.com/intercontinental/hotels/gb/en/manama/bahha/hoteldetail |
| Mercure | Bedroom Suite | 50 | 55 | • Buffet Breakfast • Internet | Tel: + 973 1758 4400 http://www.mercure.com/gb/booking/hotels-list.shtml |
| Elite Grand Hotel | Bedroom Suite | 50 | - | • Buffet Breakfast • Internet | Tel: + 973 362 30777 http://www.elitegroup4u.com/ |
| Elite Seef Residence | Bedroom Suite | 49 | - | • Buffet Breakfast • Internet | Tel: + 973 362 30777 http://www.elitegroup4u.com/ |
| Ramee Grand | Premier | 48 | 54 | • Buffet Breakfast • Internet | Tel: + 973 368 97389 http://www.rameegrandbahrain.com/ |
| Westin | Deluxe | 133 | 141 | • Buffet Breakfast • Internet | Tel: + 973 1717102 http://www.westinbahraincitycentre.com/ |



Transportation

For sponsored participants, airport pickup and drop off is provided by the hotel. Your arrival details will be provided directly to the hotel. Please look out for a board with your name on it as you pass into the arrivals hall of Bahrain International Airport.

For non-sponsored participants, metered taxis are available from the Bahrain International Airport to all parts of Bahrain and most hotels also offer an airport pick-up service. Please liaise directly with the hotels if this is your chosen option.

Useful Tips

Weather: Temperatures in May range from 25°C to 35°C. Please check the weather forecast a few days before arriving to Bahrain. <http://www.bahrainweather.com/FiveDayForecast.aspx>

Currency: The local currency is Bahraini Dinars (BD). The UN exchange rate is: 1 USD = 0.377 BD. Banks in Manama are usually open from Sunday to Thursday, between 07:30hrs and 15:00hrs.

Time: The Kingdom of Bahrain is three hours ahead of GMT.

Electricity: Domestic supply is 230V, which is the same voltage used in France, Germany, and the United Kingdom. The electrical frequency in Bahrain is 50 Hz.