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ARZ 2023
CBRN Field Exercise

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A Field Exercise to Counter CBRN Terrorism

23-26 October 2023

Beirut, Lebanon

LOGISTICS AND PRACTICAL INFORMATION

ACCOMMODATION

For security reasons linked to the current situation in Lebanon and in order to facilitate the logistical arrangements (e.g. transportation from/to the airport and to/from the exercise venue), the Lebanese authorities recommend staying at the Key ApartHotel that offers special rates for all the ARZ 2023 participants (sponsored and non-sponsored by UNICRI) as follows:

- Type of room: One deluxe single room at a rate of \$120, plus 11% VAT on a bed and breakfast basis, per room, per night.
- Type of room: One deluxe double room at a rate of \$130, plus 11% VAT on a bed and breakfast basis, per room, per night.
- Airport pick-up: \$20, plus 11% VAT, per regular car.
- Airport drop-off: \$20, plus 11% VAT, per regular car.
- Dinner: \$20, plus 16% VAT and service charge, per person, per day.





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Kindly note that **participants have to book their own room** by contacting Ms Salam Chaya, Assistant General Manager of the Key ApartHotel, at: salam.chaya@thekeybeirut.com and mentioning the special rates.

Transportation from/to the Airport is a service included in the special packages offered by the Hotel. **Participants who will accommodate in the Key ApartHotel will have to communicate their itinerary directly to the hotel** and any last-minute changes and delays to Ms Salam Chaya at salam.chaya@thekeybeirut.com.

Contact Details :

Contact Person: Ms SALAM CHAYA, Assistant General Manager

E-mail: salam.chaya@thekeybeirut.com

Phone (WhatsApp): +9613473322

Address of the Hotel: Palais de Justice District, Corniche du Fleuve, P.O.Box: 16-7058 Achrafieh, Beirut, Lebanon

Other relevant information:

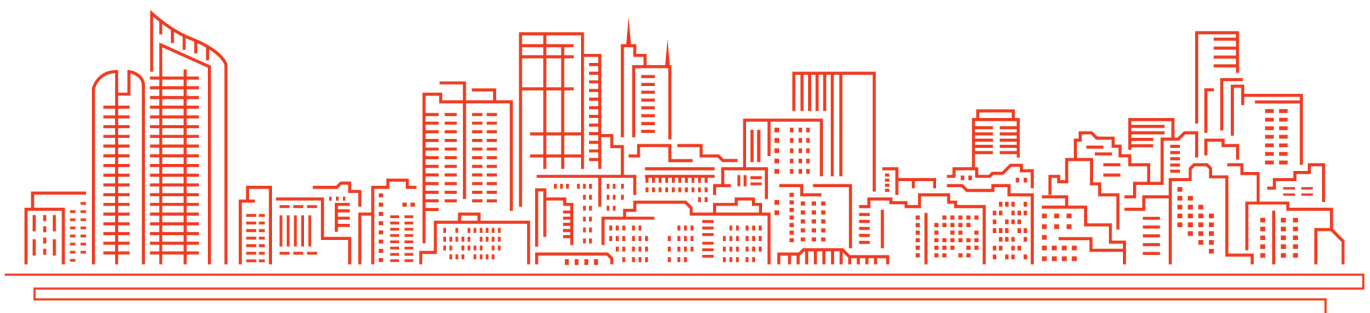
- Meals and internet access: Breakfast and WIFI are included in the special packages. All personal expenses incurred such as phone calls, minibar items or laundry services will be charged directly to the participant's credit card.
- Hotel Check out: by 11h00 AM at the latest – please ask for the storage room.
- In case of later check out or extra night/s needed, please inform MS Salam Chaya salam.chaya@thekeybeirut.com accordingly. Please note that these are considered extra costs and therefore will be covered by the participants.

Participants will be requested to provide a credit card to proceed with the payment. Please note that cancellation is free of charge if made up to 7 days prior to the scheduled arrival day. In the event of a No Show, a one-night charge will be applied.

To confirm their participation, all participants must register on the INDICO platform at this [link](#) by **01/09/2023**.

GALA DINNER

A Gala Dinner is planned to take place in Beirut on October 25 2023, from 19:30 Beirut time. The selected restaurant will be communicated in due time - transportation will be arranged from the Key Aparthotel only. A fixed menu formula is foreseen, please indicate in case of food restrictions by the 15th of October COB.



LOCAL TRANSPORTATION

Bus transportation to reach the Aramoun Training Center and Grand Serail will be provided exclusively from the Key ApartHotel venue. Each day, a minibus will be arranged by UNICRI and will be waiting in front of the hotel approximately 15 minutes before the scheduled starting time – transport time from Hotel to Aramoun Training Center is 45 minutes.

TRAVEL RULES AND CONDITIONS

Allowances: sponsored participants are entitled to a daily subsistence allowance (DSA) as per UN rules, to cover their expenses of stay in Beirut. The current rate of the DSA for Beirut is 232 USD (August 2023). Travel advance (70%) will be sent not earlier than five days prior to the commencement of the travel, through bank transfer and it could take up to three or four days to be credited to the participant's bank account.

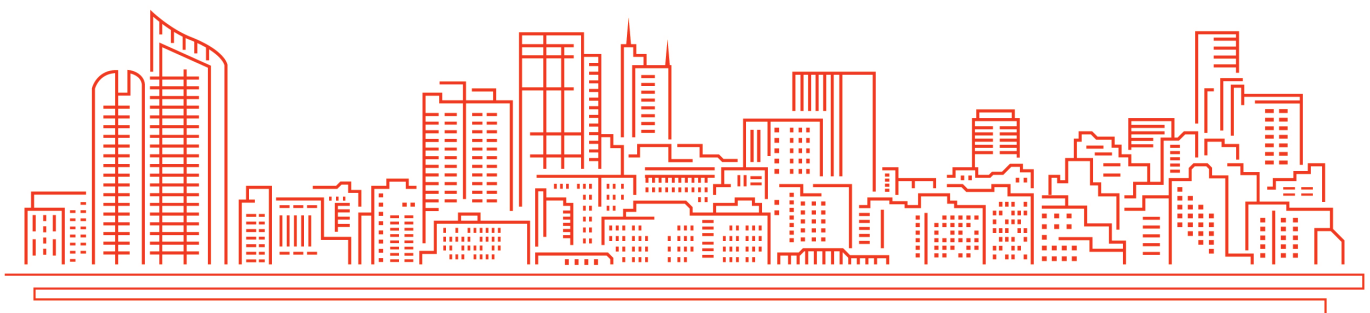
Additionally, sponsored participants will also receive 4 terminal allowances to cover transportation from/to home-airport journey, for a total of 252 USD.

The remaining part of the DSA (30%) will be transferred after the event, upon submission of the travel expense report by email along with scanned copies of boarding passes to Ms Tehreem Sohail.

Meals: lunches and coffee breaks from the 22nd to the 26th of October will be offered at the event venue.

Dinner: participants will be free to arrange their own dinner from the 22nd to the 26th of October, except for the 25th when a Gala Dinner will be offered.

UNICRI will provide sponsored participants with an Economy round-trip ticket from their place of residence to Beirut, Lebanon in accordance with existing United Nations Rules and Regulations. UNICRI will purchase the most economical flights, regardless of the departure time and duration of the flight. No flight schedules will be proposed to the travellers - unless there are more options at the same price. Therefore, if for specific and justified reasons a traveller cannot travel at a certain time, such information shall be reported in the Special Instruction box of the registration form on INDICO. The departure flight will be booked according to the first working date and time, taking into consideration the rest period (when applicable). The traveller is expected to fly back as soon as the work is completed, i.e., if the time allows on the same day, otherwise on the following day.



EXCHANGE RATE

The official currency of Lebanon is the Lebanese Pound, but due to the current financial crisis Lebanon is facing, also US dollars are accepted as a method of payment.

There are 2 different exchange rates in place: the official rate (around 15,000 LBP for 1 USD in August 2023) and the exchange rate commonly applied (around 90,000 LBP for 1 USD). Therefore, please note that the variation of the exchange rate applied by most service providers may differ strongly from the commonly applied rate resulting in very expensive bills in USD or your foreign currency.

If paying by card, please ask beforehand which exchange rate will be applied to avoid being charged at the official exchange rate. Please note that payment by card at the Key Aparthotel is safe. **However, in general, to avoid any surprises we strongly recommend using cash (USD/EUR) instead of credit cards.**

Contacts

For further information, please do not hesitate to contact us:

UNICRI

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Ms Tehreem Sohail,
Project Assistant tehreem.sohail@un.org - Phone n. +39 338 604 6802

