



E/ESCWA/CL2.GPID/2025/AFE/Logistic note

## Logistics note

### prepared for ESCWA partners and participants

ESCWA has prepared this logistics note to facilitate your participation in the Fourth Arab Forum for Equality, 24–25 June 2025 in Algiers, Algeria.

## I. Venue, date and meeting language

The Fourth Arab Forum for Equality will be held at the Algiers International Convention Centre – Abdellatif Rahal in Algiers, on 24 and 25 June 2025. Logistical details are available on the Forum website at <https://afe-2025.unescwa.org/>.

The working languages of the Forum are Arabic and English. The Forum will be held in Arabic and simultaneous interpretation will be available from and into Arabic, English, French and Portuguese. Sign language interpretation will also be provided.

## II. Registration

All participants in the Fourth Arab Forum for Equality are kindly requested to register via the following link: <https://indico.un.org/event/1016784/>. Registration is necessary to ensure participation in the Forum, facilitate recognition by the organizers and address security requirements.



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### III. Travel, ticketing, visa and allowances

Air travel reservations and ticketing for ESCWA-sponsored participants will be arranged by the ESCWA Travel Unit. Roundtrip tickets will be issued in economy class on the least expensive route, in accordance with United Nations rules and regulations. Participants will be contacted directly by ESCWA regarding their airline ticket arrangements.

ESCWA will coordinate, with the relevant authorities in Algeria, the process of issuing visas for participants to enter Algeria. Visa fees will be paid by participants and ESCWA will reimburse the costs at a later stage upon presentation of an official receipt. ESCWA will compile a list of participants and submit it to the Ministry of Foreign Affairs of Algeria. Participants who may need a visa to enter Algeria must provide ESCWA with a copy of their passport, a recent photograph and a completed visa application form. Participants are kindly requested not to apply for a visa or schedule an appointment with the Algerian embassy in their respective countries unless instructed by ESCWA. While ESCWA seeks to facilitate the issuance of visas, it is not directly responsible for issuing them.

On Tuesday 24 June 2025, sponsored participants are kindly requested to bring their passports, original airline ticket boarding pass, land transportation/taxi receipt/invoice or train receipt/invoice to the meeting venue for confirmation and issuance of their daily subsistence allowance (DSA), which will take place on 25 June 2025. Collection and review of documents provided will be undertaken by ESCWA staff.

### IV. Hotel

Participants are requested to book their accommodation in Algeria as soon as possible and settle all hotel expenses directly.



ESCWA has secured special rates for participants at the following two hotels located near the Algiers International Convention Centre – Abdellatif Rahal, which is the Forum venue:

### ➔ Sheraton Club des Pins Resort

This hotel was selected based on a recommendation from the Ministry of National Solidarity, Family and Women's Affairs, due to its prime location and its commitment to offering a special rate for participants. Room rates range from 24,000 to 44,000 Algerian dinars (excluding tax) per night and include breakfast and service.

**Deadline to book and benefit from the discounted rates: Saturday 31 May 2025.**

To book a room, please click on the following link: <https://shorturl.at/8riJq>.

### ➔ Mercure Alger Palais des Congrès

This hotel was selected for its proximity to the Forum venue and its special rates for participants:

Classic single room: 22,000 Algerian dinars per night with breakfast (excluding the local accommodation tax of 600 Algerian dinars per night).

Superior single room: 24,500 Algerian dinars per night with breakfast (excluding the local accommodation tax of 600 Algerian dinars per night).

Privilege single room: 26,500 Algerian dinars per night with breakfast (excluding the local accommodation tax of 600 Algerian dinars per night).

To book a room, please email the hotel at: [Nouha.BACHIR@accor.com](mailto:Nouha.BACHIR@accor.com) and indicate your preferred room type. Please make sure to include the meeting title in the email subject line so that the hotel offers you the special rate, and send your booking request as soon as possible, no later than 20 May 2025. Please provide the hotel with a credit card number to confirm your reservation.



**Deadline to book and benefit from the discounted rates: Tuesday 15 June 2025.**

## V. Local transportation and airport transfers

All participants are kindly requested to make their own arrangements for local transportation to/from the airport and hotel. ESCWA will provide sponsored participants with a lump sum terminal allowance to cover airport terminal expenses in their home country and in Algeria. No receipt is required to receive this allowance.

Organizers will also provide buses to facilitate the transportation of participants between the hotel and the Forum venue (Algiers International Convention Centre) on the two days of the Forum. The bus schedule will be available at the Centre's reception area and will be posted on the Forum's webpage.

The following transportation options are available in Algeria:

- **Taxi at the airport:** Local taxi services operate 24 hours a day, seven days a week at Houari Boumediene International Airport in Algiers, offering rides to various destinations in the city.
- **Yassir:** This popular local application for transport services in Algeria offers a convenient and affordable way to book taxis via mobile phone for users with Internet access. It provides various service options, including standard, XL (larger vehicles) and VIP service, with the ability to pay in cash or by card. To avoid high exchange rates, it is recommended to pay in cash (in Algerian dinars) instead of using the card. The application also includes safety features such as trip tracking and driver ratings. Booking in advance through the application is advised for a smoother experience.
- **Hotel shuttle services:** The Sheraton Club des Pins Hotel offers airport transfer services. It is advisable to contact the hotel in advance to confirm the service availability.



- **Local/traditional taxis:** Local taxis usually operate with a meter, but it is preferable to negotiate the fare before starting the trip, especially for long distances. It is also recommended to use transfer services via applications, such as Yassir, when commuting at night or early in the morning, to ensure a reliable and safe service.

## VI. Meals

Coffee and lunch breaks will be provided during the Fourth Arab Forum for Equality at the meeting venue.

## VII. Climate and weather

The average temperature in Algeria in June ranges between around 21°C and 28°C, with relatively hot days and mild nights.

## VIII. Time zone

Algeria is located in the Central European Time zone and is one hour ahead of Greenwich Mean Time (UTC+1).



## IX. Currency and payment methods

The official currency in Algeria is the Algerian dinar. International credit cards are generally accepted in hotels, restaurants and large facilities; however, cash remains the preferred payment method in many places, especially in local markets, convenience stores and local transportation. It is advisable to carry enough local currency to facilitate transactions and cover expenses. Foreign currencies should be exchanged upon arrival in Algeria at exchange offices in banks located in airports (e.g., Bank of Algeria, National Bank of Algeria, People's Credit Bank of Algeria, Foreign Bank of Algeria, etc.). A passport may be required to complete the exchange. Currency exchange is also available at the reception desks of some hotels and at authorized banks. You can consult the average daily exchange rates of major currencies against the Algerian dinar on the website of the Bank of Algeria: <https://www.bank-of-algeria.dz>.

## X. Additional information

The official information note (content and session annotations) of the Fourth Arab Forum for Equality is available at <https://afe-2025.unescwa.org/>.

Participants are encouraged to review the programme of work in advance to plan their participation. This programme is subject to change, and updates will be posted regularly on the website. For more details about the sessions, including information on speakers, please check the website for the latest updates closer to the Forum date.





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## XI. Contact information

For questions or concerns regarding logistical arrangements, please do not hesitate to contact the following ESCWA meeting coordinators:

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