



GLOBAL NUTRITION CLUSTER ANNUAL MEETING 22ND -24TH OCTOBER 2018

Dear Participants,

Welcome to Jordan!

We would like to welcome you at the **Global Nutrition Cluster (GNC) Annual Meeting** that will be held in Jordan, Amman, **on 22-24 2018**, organised by the GNC-CT and hosted by the UNICEF Regional Office for Middle East and Northern Africa (MENA).

We are pleased to share with you some general information regarding the administrative and logistics arrangements that are made for the smooth running of this event.

VENUE

The meeting will be held at the Marriot hotel, Amman. The rooms are spacious and well equipped. Please check the following site for further details regarding the hotel:

[https:// www.ammanmarriott.com](https://www.ammanmarriott.com)

Hotel Address: Shmeissani, Issam Ajluni Street | P.O. Box: 926333 | Amman | Jordan

Telephone: +96265607607

Mobile: +962775700202

Email: Ebc@marriott-hotels.com

Please copy: pgwal@unicef.org

ARRIVAL.

The SAG members and participants of Thematic Side meeting for Sudan and Yemen meeting are expected to check-in on 19th and 20th October 2018 respectively, while the GNC Annual Meeting participants are expected to check in on the 21st of October 2018.

DEPARTURE

Reconfirmation of departure flights: E-tickets usually do not require confirmation. However, if you need any assistance, the hotel concierge will be able to help. Please make sure that all your travel arrangements have been made in advance.

Duration of Stay:

For those participants coming for **GNC Annual partners meeting** will end on **24th October** while **IMO Meeting** will end on **25th October** 2018.

ACCOMMODATION



Hotel Room rate: A block reservation has been made for all participants as a part of the negotiated conference package:

We strongly recommend that participants stay at the Marriot Hotel during the meeting, (please make your accommodation arrangements directly with the hotel). A special rate has been negotiated with the hotel based on bed and breakfast. Single room rate is **68 JOD (the US \$95.78)**, and **double room rate is 80 JOD (the US \$113)**, subject to 10% Governmental tax. Participants are to directly cover their accommodation charges upon check-out.

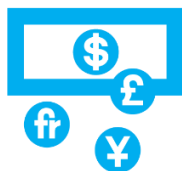
Late check out will be charged 100% of the daily rate. The usual check in time is 3:00 pm and check out is 12:00am. Participants arriving before 3:00pm will be given priority and accommodated as rooms become available.

Hotel No Show Policy-- Participants should inform the hotel directly and immediately if a participant cannot attend at the last minute for any reason, as guests who do not arrive on the day will be considered "**NO Show**" and will be charged the equivalent of one night's stay.



Coffee Breaks/Lunch: throughout the meeting, arrangements have been made to organise two Coffee Breaks and the lunch to be provided during the days of the session: 20,21,22-25 October 2018. The timing of breaks is per the meeting agenda.

MONEY MATTERS



For UNICEF/UN participants – payment of DSA: The current UN DSA rate for Jordan is \$253 per night. DSA will be adjusted to deduct 10% as lunch is provided. The current UN exchange rate is USD 1.00 = JD 0.709, forex exchanges have branches at the international arrivals hall at the airport and offer 24-hour money changing services on both cash and debit/credit cards.

AIRPORT PICK-UP/DROP OFF

Arrangements/Logistics Support: Participants are expected to make their transport arrangements to and from the hotel. If you want airport picks up / drop off by the hotel contact **Abeer Issa** Ebc@marriott-hotels.com while sending in your flight details when making hotel reservation at **47 JD and (66.20 USD)**. Also, taxi services are available at the airport *arrival* lobby.

The fee from the airport will be approximately USD **\$37(26 JD)** If you choose to arrange your transportation or you can use private taxi in Amman, you can use Uber or Careem apps:

<https://www.careem.com/en-jo>. <https://www.uber.com/enJO/cities/amman/>

COMMUNICATIONS



Telephone charges from your hotel room can be very high, to be reachable you may wish to set your cell phone set to roaming. Alternatively, participants may purchase local SIM cards and prepaid credit at the airport at a very reasonable rate from 3 Mobile networks; Zain, Orange, and Umniah. You will need to provide an official Identity card (preferably a passport) to be able to purchase a local SIM. The country code for Jordan is **+962**.

INTERNET AND PRINTING



Free wireless Internet access will be available in the meeting room. Participants staying at the hotel are also entitled to a complimentary Internet connection in their rooms. The Marriott Hotel has a wireless internet environment both in your room and in the Lobby areas. Please check with the reception upon arrival to obtain the free access code.

VISA AND IMMIGRATION



Entry Visa: participants travelling on their UNLP do not require a visa for Jordan. Non-restricted nationality can get a visa upon arrival. However, Participants are requested to check with their local Jordanian Consulate/Embassy for requirements before departure.

We highly encourage participants to get their visa through their local Jordanian consulate/Embassy. Invitation letters will be sent to facilitate the visa process by the regional office to participants who want to support their visa application. Kindly share with us of copy of your national passport for invitation letter; however, the respective country office is responsible for obtaining a visa for the nominated participants/facilitators. Yellow fever vaccination is not a requirement for entry. Proof of immunisation may be requested at the airport.

MEDICAL SERVICES

The UN Medical Service in Amman offers medical services to all UN staff/Other may rely on the hotel for support to call the doctor.

UN Medical Services/UN Designated Hospital: Al-Khalid Medical Centre, Tel: 06 464 4281 - 6 lines/UN Medical Doctor: Dr Sami Khurma, Tel: 06 464 2229

Official Language/ Working days in Jordan:

However, in addition to native Arabic, many Jordanians do speak English. Signs around the country are written in Arabic and English. The weekend in Jordan falls on Friday and Saturday. Most small shops closed on Friday. Most of Malls and supermarkets are open seven days a week, however, on Fridays, they open at 2:00 p.m.

WEATHER AND TIME



Its lightly hot season. The average temperature during October at the Dead Sea is **35 - 40°C** and **28- 19°C in Amman**. It is advised to carry a sweater / light jacket for evening wear.



ELECTRICITY: Throughout Jordan, Jordan takes a mix-and-match approach to electrical sockets. European round two- and three-pin plugs along with British square three-pin plugs are all users across the country, with frequency seemingly determined only by what the electrician had to hand during installation. It is advisable to carry an adapter, and a surge protector for electrical appliances as occasional power outages may occur.



SHOPPING

Amman:

Amman is a shopping paradise offering goods ranging from international designer clothes to handmade, locally produced items in almost all the supermarkets. Most of the larger shops, supermarkets, hotels and restaurants in Amman accept major credit/debit cards such as VISA,

MasterCard and American Express.



SECURITY.

No significant security threat here, please exercise caution while moving out of the hotel. Keep valuable documents and money locked in the hotel safe. Security Clearance: Amman & Dead Sea is currently under security Level 2. The North-Eastern border security level is 5, and the West-Eastern border is level 2. All security clearance requests should be via the online Travel Request Information Process (TRIP) which is accessed via the DSS Travel Portal: <https://dss.un.org>. Security clearance requests should be submitted before the proposed travel date. **Emergency Numbers:**

UN Security Control Room – UNDSS: 0795415242

UNICEF Security Advisor for Jordan: 0796837260

UNICEF Emergency Contact Information: In case of emergency or should you require any assistance; please do not hesitate to call any of the following mobile numbers:

- Ayman Almadi: **(962) 79 906 0167** aalmadi@unicef.org /Security Issues
- Aiman Alarabiat **(962) 79 682 7333** aalarabiat@unicef.org /Travel details/Visa issues

-

For Logistics support/Workshop schedule contact below:

CONTACTS

(Administration/logistics)

Peter Goah Wal

Programme Associate

UNICEF MENARO

Mobile : +962798241172

e-mail : pgwal@unicef.org

Global Nutrition Cluster meetings)

Doris Oberholzer

GNC Associate

GNC Office in Geneva

Téléphone: +41 22 909 5678

e-mail : doberholzer@unicef.org

*PLEASE NOTE:

On 20 Oct. Afternoon: SAG members meeting (After noon, half day)

On 21st Side meeting for Sudan and Yemen (1 full day)

On 22nd-24th October 2018, GNC Partners annual meeting (3 days)

On 25-Oct.: Nutrition Cluster Coordinators and IMOs meeting. (1 full day)

 **Wishing you a pleasant stay in Amman!** 