



# NEAR EAST FORESTRY AND RANGE COMMISSION

## TWENTY-SIXTH SESSION

10 – 13 September 2023

## INFORMATION NOTE

### I. DATES AND VENUES

The Twenty-Sixth session of the Near East Forestry and Range Commission (NEFRC) will be held in Amman, Jordan, from 10 to 13 September 2023.

The official opening ceremony of the NEFRC will take place at 09:00 a.m on Sunday, 10<sup>th</sup> of September 2023.

The event will take place in Kempinski Amman Hotel.

Address: Abdul Hamid Shouman Street, Shmeisani, Amman, Jordan

Tel: +962 6 520 0200

E-mail: [info.amman@kempinski.com](mailto:info.amman@kempinski.com)

Web page : <https://www.kempinski.com/en/hotel-amman>

### II. LANGUAGES

Simultaneous interpretation will be provided in Arabic, English, French, Russian and Spanish. The conference documents will be issued in Arabic, English and French.

### III. DOCUMENTATION

The meeting documents will be made available to participants in Arabic, English and French. To the extent possible they will be sent out before the sessions and posted on the NEFRC Commission website: <http://www.fao.org/forestry/31112/en/>. Delegates are kindly requested to print out and take their documents with them to the meeting since very few copies will be available during the sessions.

### IV. COMMUNICATIONS/LIAISON AGENT

Participant's correspondence can be addressed to the attention of:

**Food and Agriculture Organization**

Eng Talal Al Fayeze

Government relations and Liaison Expert, FAO-Jordan

[Talal.alfayez@fao.org](mailto:Talal.alfayez@fao.org)

+962 79 5500085

Malek Hayder

Forestry and Rangelands consultant

[Malek.hayder@fao.org](mailto:Malek.hayder@fao.org)

Tel: +216 90 168 008

**Ministry of Agriculture, Jordan**

Eng Khaled Almanaseer

Director of forestry department. / [khamanaseer@yahoo.com](mailto:khamanaseer@yahoo.com)

+962799063142

## V. TRAVEL AND ACCOMMODATION FORMALITIES FOR ENTRY INTO JORDAN

Participants, requiring entry visa to Jordan, are advised to apply for their visas from the Hashemite Kingdom of Jordan Consulate in their countries

Participants are advised to provide, at least two weeks before arrival, their travel details (flight number, arrival date and time, ... ) to the following:

Ms Sherine Sourial

Technical Program Assistant

[Sherine.sourial@fao.org](mailto:Sherine.sourial@fao.org)

Tel:+20233316000 Extension 2816

## VI. HOTELS

The 26th session of NEFRC as well as the 5<sup>th</sup> Near East Forestry Week will be held in Kempinski Amman Hotel.

For accommodation in Amman, participants may consider the following hotels, ranked per location from Kempinski Amman hotel.

Rates below, are special rates for participants provided that they use the following code: (COFOWG2023).

Hotel	KEMPINSKI AMMAN 5 Stars	Ambassador hotel 4 stars	HILTON AMMAN HOTEL 5* Stars	MARRIOTT AMMAN 5 Stars
Single Room (JD)*	63*	70**	75	66*
<b>Contact details</b>				
<b>Name</b>	<b>Robert Shehadeh</b>	<b>Loay Dababneh</b>	<b>Hamzeh Abutaleb</b>	<b>Hala Hamarsheh</b>

<b>Email</b>	<a href="mailto:robert.shehadeh@kempinski.com">robert.shehadeh@kempinski.com</a>	<a href="mailto:loay.dababneh@Ambassadorhoteljo.com">loay.dababneh@Ambassadorhoteljo.com</a>	<a href="mailto:hamzeh.abutaleb@hilton-ammman.com">hamzeh.abutaleb@hilton-ammman.com</a>	<a href="mailto:Hala.Hamarsheh@marriott.com">Hala.Hamarsheh@marriott.com</a>
<b>Mobile no.</b>	<b>962 79 5779768</b>	<b>00962 79 6768184</b>	<b>00962 6 5004 500</b>	<b>00962 775700142</b>
<b>Address</b>	<b>Abdul Hamid Shouman St., Shmeisani, Amman</b>	<b>Al-Sharif Abdul Hamid Sharaf St., Shmeisani, Amman</b>	<b>Elia Abu Madi St. 7, Shmeisani, Amman</b>	<b>Issam Al-Ajlouni St., Shmeisani, Amman</b>

\*Rate is Inclusive of 5% service charge and 8% government tax

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Participants are encouraged to make reservations by contacting directly the hotel or have reservations made for them upon request (at least 15 days in advance) c/o Ms Sherine Sourial ([Sherine.sourial@fao.org](mailto:Sherine.sourial@fao.org)) and Ms Sara Alhyari (FAOJO-Logistics@fao.org).

Note: Room Rates and availabilities are subject to change due to reservation time. It is suggested to make a reservation as early as possible.

## VII. TRAVEL FACILITIES

The official travel agency of FAO in the country is as follow:

Plaza Holidays

Tel: +962 6 5650721

Email: [ticketing@plazaholidays.com](mailto:ticketing@plazaholidays.com)

All participants are advised to finalize, at an early date, return travel arrangements. Immediately upon arrival in Amman, participants are advised to contact the Liaison Agent for confirmation of their departure date and time and copy Ms Sherine Sourial ([Sherine.sourial@fao.org](mailto:Sherine.sourial@fao.org)) in these correspondences.

## VIII. AIRPORT TRANSFER

The session venue is at Kempinski Amman Hotel.

Address: Abdul Hamid Shouman Street, Shmeisani, Amman, Jordan.

Available options from the airport to the conference centre are listed below:

- Airport taxis
- Ride-hailing services (Uber and Careem)
- Al-Sausanna Car Rental Co  
Mr Samer Alkhatib  
Mobile: 00962 7 96933920  
Email: [sameer.sam3257@gmail.com](mailto:sameer.sam3257@gmail.com)

The transfer cost is up to JOD 25 per trip.

Please ensure that you send your flight information and details, including arrival and departure dates and times and the flight numbers to Ms Sherine Sourial, FAO ([sherine.sourial@fao.org](mailto:sherine.sourial@fao.org)) and Ms

Khaled Al Manaseer, Ministry of agriculture ([khamanaseer@yahoo.com](mailto:khamanaseer@yahoo.com)) before the 25<sup>th</sup> of August 2023. When travelling, please make sure to be ready at the airport at least three hours before your flight time.

## **XI. FOREIGN EXCHANGE AND BANKING**

The official currency in Jordan is the Jordanian Dinar. In July 2023, 1 US\$ = 0.7 JOD

Internationally-recognized credit cards are accepted in hotels, major shops and restaurants.

## **X. MEDICAL SERVICES AND SECURITY**

1. Medical services: International travel insurance is mandatory to cover any medical emergency. A 24-hour first-aid service will be available at the hotels. If necessary, patients will be referred to medical facilities in Amman.

Hotel room: For medical emergencies please press the emergency button on the nearest phone and for all other medical services, call the reception.

2. Security: Metal detectors are in operation at all the hotel's Buildings entrance. Once Participants have checked into their hotels, it is advisable to leave important documents such as passports in the hotel safe and to carry a copy of each of them. Participants are advised not to leave briefcases or any valuable items unattended in conference rooms. The following numbers may be useful in case of an emergency situation outside the hotel:

For medical emergencies or any other emergency please call 911; Jordan's centralized emergency line.

## **XI. REGISTRATION**

If not yet registered, participants are kindly requested to complete the attached registration form and return it as soon as possible to the e-mail addresses indicated and before 25 August 2023.

## **XII. ACCESS TO CONFERENCE VENUE**

The event will take place at Kempinski Amman hotel. It is highly recommended for participants to accommodate in the same hotel.

Participants accommodating in other hotels are kindly requested to arrange for their transportation from the hotel to the Venue.

### **CAR RENTAL**

Participants requiring cars can make their arrangements with local car hire firms. The average rental price is about 50-70USD/day.

Following are recommended Car Rental companies:

1- Masafat Co.

Focal point : Mr Raja Al-Alami

Tel. +962 6 5814667

Email: [mccs@go.cpm.jo](mailto:mccs@go.cpm.jo)

2. Dallah Co.

Focal point: Ms Farah Abu Matar

Tel: +962 78 7778444

Email: [farah@dallah.jo](mailto:farah@dallah.jo)

Note: Rates and availabilities are subject to change due to reservation time.

#### TAXIS/Transportation Services

Taxis, public buses, and Ride-hailing services (Uber and Careem) are reliable, abundant, and affordable in Amman.

#### **XIII. CONFERENCE VENUES CATERING AND DINING FACILITIES**

Coffee breaks from 10 to 14 September will be provided for all participants. Lunch and Dinner are in charge of participants.

#### **XIV. WIFI COVERAGE**

WIFI is provided for the conference attendees at the meeting rooms

#### **XV. BANKING AND CURRENCY EXCHANGE FACILITIES**

The official Jordanian currency is the Jordanian Dinar (JOD).

Banking hours are Sunday -Thursday, 09:00 am-15:00 pm. Internationally-recognized credit cards are mostly accepted in hotels, major shops and restaurants.

#### **XVI. WEATHER**

The weather during September is temperate in Amman (min 17° - max 30 °).

#### **XVII. ELECTRICITY**

Jordan operates on 230 volts, 50 Hz, there are five associated plug types, C, D, F, G and J. Plug type C has two round pins. We encourage participants to bring the necessary transformers/adapters with them.

#### **XVIII. SHOPPING**

Shops and businesses are typically open from Saturday to Friday, 9:00-21:00.

Restaurant hours vary, and many restaurants, are open late.

Shops open from 9:00a.m. to 21:00p.m.

#### **XVIII. PRAYER ROOM**

Prayer Room is available for participants in the venue building.

#### **XIX. STUDY TOURS AND EXCURSIONS**

All participants are kindly invited to a FAO Reception on the 10<sup>th</sup> of September 2023 at 19:00 at the Jordan Museum in Ras Elein; transportation will be arranged from the hotel to the venue; a bus with a sign (COFOWG2023) will be waiting at the entrance and moving to the venue at 18:30.

A field trip will be organized on 12 September 2023. Transportation and lunch box will be provided for all participants. A bus with a sign (NEFRC2023) will be waiting at the entrance and moving to the venue at 08:30.