

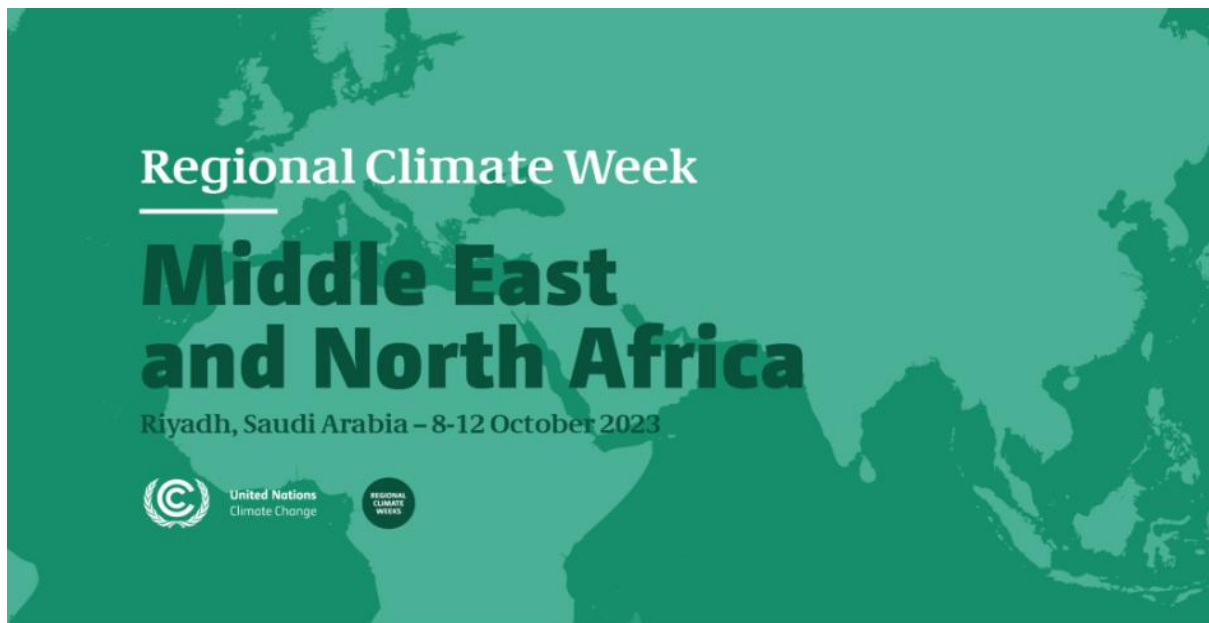


United Nations
Climate Change

Logistics Note

REGIONAL EXCHANGE ON CLIMATE ACTION ACCELERATION

MENA Climate Week - 10th to 12th October, Riyadh, Saudi Arabia



Registration and Visa

Please [Register here](#) to the MENA Climate Week (MENACW). This registration will allow you to participate in the Regional Exchange on Climate Action Acceleration.

Upon acceptance of the registration request, you will receive a link to the e-visa platform. Riyadh Airport is also known as the King Khalid International Airport (RUH). The visa fee of US\$ 10.50.

Once you receive your e-visa, ensure that you carry the hardcopy print-out in A4 format to present upon arrival, if requested

For visa-related issues, please contact visa_helpdesk@menacw2023.com

Accommodation and meals

According to UN travel regulations, you will receive a daily subsistence allowance (DSA) of approximately USD \$380 per day to cover your accommodation and meals.

Kindly note that you are responsible for booking your hotel. The organizers of MENA CW had provided a list of hotels. Further information on this and how to prepare your travel can be found [here](#).

Daily Subsistence Allowance (DSA)

Participants benefit from a daily subsistence allowance (DSA) to cover their meal and accommodation costs during the days of their participation in the Regional Exchange. More information on the obtention of DSA will be communicated to you shortly.

Flight arrangements


Your flight ticket will be arranged by the UNFCCC secretariat to cover your participation in the Regional Exchange from 10 to 12 of October. Or from 9 to 12 of October if you are invited to participate in the NDC Partnership membership Workshop.




- ➔ To request your flights, please urgently complete the online registration (steps detailed below) **by Tuesday 19 September 2023 COB EST.**


STEPS

1. Create a new user account through this link: <https://userregistration.unfccc.int/>
Once entered your login details, please fill the [Online form](#)
2. Should you already have an UNFCCC user account you can directly access the [Online form](#)
3. Should you already have an account but forgot your password, you can reset your password here: <https://passwordreset.unfccc.int/default.aspx>

Online form

		United Nations Climate Change Secretariat		Nations Unies Secrétariat sur les changements climatiques	
REGISTRATION FORM					
Meeting Title	Regional Exchange at MENA CW - Saudi Arabia 9 - 12 Oct 2023 ▼				
Start Date (dd/mm/yyyy)	09/10/2023		End Date: 12/10/2023		
Register By	30/09/2023				
Country	<input type="text"/>				
Salutation	▼				
Family Name	<input type="text"/>		First name:	<input type="text"/>	
Job title and field of expertise	<input type="text"/>				
Organization	<input type="text"/>				
Address	<input type="text"/>				
City, Country *	<input type="text"/>				
Telephone/Mobile phone *	<input type="text"/>				
Fax	<input type="text"/>				

Date of Birth (dd/mm/yyyy)	<input type="text"/>	
Nationality	<input type="text"/>	
Passport Number	<input type="text"/>	
Date of Issue (dd/mm/yyyy)	<input type="text"/>	
	Expiry date	<input type="text"/>
Copy of passport	 Click here to attach a file	
Swiss Card	<input type="text"/>	(If you already hold a Swiss card, kindly enter the 16 Digit number here)
Visa for host country needed	<input type="text" value="Yes"/>	(For information purpose only. Participants are responsible for making their own visa arrangement).
Flight From(City):	<input type="text"/>	Flight to(City): <input type="text"/>

 **Disclaimer:**

- Participants are responsible for making their own hotel arrangements, unless otherwise notified.
- The secretariat strongly advises early contact with the appropriate consular authorities to allow sufficient time for issuance of necessary visas (and transit visas) before departure.
- The United Nations and the Convention secretariat are not responsible for medical, accident and travel insurance, for compensation of death or disability, for loss or damage to personal property and for any other costs or losses that may incur during travel time or the period of participation. In this context, it is strongly recommended that international medical insurance be obtained for the period of participation. I agree that the secretariat can update my contact data in the Roster of Experts based on the information provided in the current form.

Submit

IMPORTANT: attach your **passport copy** and ensure that you selected the fields highlighted in yellow.