

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Bangkok, Thailand – 29<sup>th</sup> March to 1<sup>st</sup> April 2016

### Registration

If you have not already registered, please register online at: <https://www.thegef.org/gef/ECW-Thailand-2016>. This will help to expedite travel and other arrangements.

### Travel

**Flights:** Travel will be arranged by our travel agent American Express (AMEX), or exceptionally by the World Bank Country Offices. You should plan to arrive on Monday 28<sup>th</sup> March. Departure may be on Friday 1<sup>st</sup> April after 18:00 or on Saturday 2<sup>nd</sup> April.

Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs will be responsibility of the participant and must be paid by credit card to AMEX. For ticketing issues, please contact AMEX:

**Frederika Giannakopoulos**

GroupTravel Counselor, The World Bank Onsite, American Express Global Business Travel

Tel: 855-236- 4326 Toll Free

Tel: 602-567-1683 Call collect from outside USA

Email: [frederika.giannakopoulos@aexp.com](mailto:frederika.giannakopoulos@aexp.com)

**Please send a scanned copy of your passport identity page to ensure that the information is correct.** This is required for issuing tickets and *per diem*. (You may use your mobile phone to take a photo of your passport's identity page. This is sufficient as long as it is legible!)

### Tickets

- Please review the dates and times of travel to check if they are in order. Airline flights can fill up fast and we need a prompt reply in order to book optimum routings and times for you. The GEF is authorizing the most economical round-trip economy fares.
- AMEX will issue an Electronic ticket (E-tkt) and will email you the e-passenger receipt and final itinerary only after you provide your approval.
- Please print out the E-tkt receipt and carry it with you when you travel.
- Please be aware that some airlines prohibit name changes to correct spelling or the order of names. We cannot make any name changes after your ticket has been issued.
- Please check your SPAM/Junk mail folder for automated emails from AMEX - They might be your Electronic tickets!

### Airport Transfer

For participants arriving by Air, the Hotel will provide round-trip transfer (airport-hotel-airport).

### Visas

Participants who require a visa to enter Thailand should apply at the nearest Embassy/Consulate. If there is not an Embassy or Consulate in your country, please be sure to send us a scanned copy of your passport's bio page and we will contact our colleagues in the Government to check if visa on arrival is possible. Also, please be sure to confirm all necessary en-route visas.

## Hotel and Venue

**The Workshop Venue is the Grand Hyatt Erawan Hotel**

Participants sponsored by the GEF will be staying at the **Grand Hyatt Erawan Hotel** in Bangkok, Thailand.

Self-sponsored participants are welcomed to make their own reservations.

### **Grand Hyatt Erawan Hotel**

Address: 494 Ratchadamri Rd, Lumpini, Pathum Wan, Bangkok 10330, Thailand

Phone: + 66 2254 1234

[bangkok.grand.hyatt.com](http://bangkok.grand.hyatt.com)

## Materials

Materials will be in English only. Presentations and related materials will be made available electronically on a USB Drive and online on the [GEF Website](https://www.thegef.org/gef/ECW-Thailand-2016): <https://www.thegef.org/gef/ECW-Thailand-2016>

## *Per diem & meals*

The hotel will provide breakfast and lunch on all workshop days. A modest *per diem* will be provided to each participant. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

## For additional questions please contact:

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