

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Hotel Azalai de la Plage | Cotonou, Benin | 3 to 5 November 2015

Registration

In order to expedite travel arrangements and registration, please register online at [GEF ECW webpage: GEF ECW Coastal West Africa \(https://www.thegef.org/gef/node/11314\)](https://www.thegef.org/gef/node/11314)

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 2 November. Departure may be on Thursday 5 November after 4PM, or on Friday 6 November. 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 **Mr. Adam Diagne** at AMEX – Email: adama.diagne@aexp.com, Tel: (+1) 703-816-0348

CSO Meeting: On Monday 2 November, there will be a GEF Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive on Sunday 1st November. For further details, please contact **Mrs. Pilar Barrera** at the GEF Secretariat – Email: pbarrera@thegef.org, Tel: (+1) 202-458-9891.

Constituency Meeting: On Monday 2 November in the afternoon, there will be a Constituency Meeting taking place exclusively for GEF Political and Operational Focal Points. Participants invited to attend the Constituency Meeting must arrive on either Sunday 1 November or on Monday 2 November in the morning. For further details, please contact **Mrs. Susan Waithaka** at the GEF Secretariat – Email: swaithaka1@thegef.org, Tel: (+1) 202-280-4963.

Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Mr. Oreste Maia de Andrade** at the GEF Secretariat, omaiaandradejr@thegef.org, and to **Mr. Adam Diagne** at AMEX, adama.diagne@aexp.com. 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

- 1) Your itinerary proposal and ticket will be sent to the email address with which you registered. Please check your SPAM/Junk mail folder for automated emails from AMEX – The itinerary proposal is not yet a ticket!
- 2) Please review the dates and times of travel to check if they are OK. As airline flights can fill up fast, we need a prompt reply from you in order to book optimum routings and times.
- 3) Please make sure that your registration name is exactly as in your passport, because 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.
- 4) The GEF authorizes the most economical round-trip economy fares.
- 5) 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.
- 6) Please print out the E-tkt receipt and carry it with you when you travel.

Airport Transfer

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

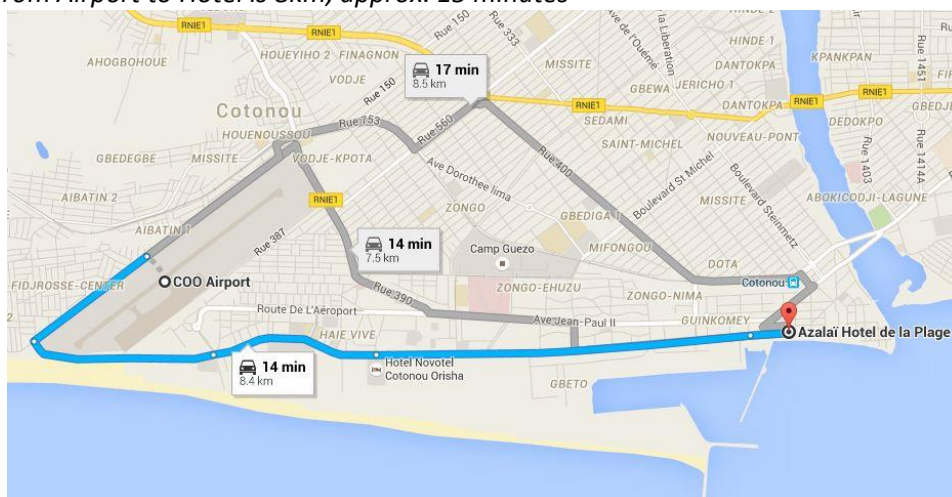
Hotel and Venue

The workshop venue is the **Hotel Azalai de la Plage** à Cotonou. Participants sponsored by the GEF will also be staying at the same hotel. Self-sponsored participants are welcomed to make their own reservations.

Hotel Azalai de la Plage, Cotonou, Benin

Contact: Mrs. Nanette COSSI, Commercial Attachée | (+229) 6494-1616 | cominterne1.ahp@azalaihotels.com

Map: Distance from Airport to Hotel is 8km, approx. 15 minutes



Interpretation

Simultaneous interpretation will be available in English and in French.

Materials

Materials will be in English and French. Because of GEF's paperless policy, presentations and related materials will be made available electronically only, on a USB Drive and on the [GEF ECW webpage](#). If you believe you need hard copies, please make your own printing arrangements.

Per diem & meals

The hotel will provide breakfast on all days. Lunch is included on workshop days. Meal arrangements en-route and evenings must be made by participants, for which a modest *per diem* will be provided. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

Site Visit

Please bring comfortable shoes and clothes for the visit to the Site Visit on Thursday 5 November.

For additional questions please contact:

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omaiaandradejr@thegef.org

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