GEF Expanded Constituency Workshop – LOGISTICS NOTE

Gaborone, Botswana – 16h to 19th February 2016

Registration

If you have not already registered, please register online at: <https://www.thegef.org/gef/ECW-Botswana-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 Tuesday 16th February. Departure may be on Friday 19th February after 18:00 or on Saturday 20 February.

**CSO Consultation:**On Tuesday morning 16th February, there will be a GEF Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive on Monday 15th February.

**SGP Consultation on GEF 7:**On Tuesday afternoon 16th February, there will be a Small Grants Programme (SGP) GEF 7 Planning consultation taking place exclusively for CSOs and GEF Operational and Political Focal Points. Participants invited to attend the SGP Meeting must arrive on either Monday 15th February or in the morning of Tuesday 16th February.

For further details, please contact **Ms. Pilar Barrera** at the GEF Secretariat – Email: [pbarrera@thegef.org](mailto:pbarrera@thegef.org), Tel: (+1) 202-458-9891 or Oreste P. Maia de Andrade

T: (+1) 202-458-9387, omaiaandradejr@thegef.org

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:

**Charlotte P. Garavaglia**

American Express (AMEX), World Bank | Washington D.C. USA

+1 855 236-4326  
Email: Charlotte.p.Garavaglia@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 Botswana 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 Lansmore Masa Square Hotel**

Participants sponsored by the GEF will be staying at the **Lansmore Masa Square Hotel** in Gaborone.

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

Address: Western Commercial Rd, Gaborone, Botswana

Phone:+267 315 9954

http://www.lansmorehotel.com/

## Materials

Materials will be in English only. Presentations and related materials will be made available electronically on a USB Drive and online. https://www.thegef.org/gef/ECW-Botswana-2016

## *Per diem* & meals

The hotel will provide breakfast on all days. Lunch is included on workshop days, 17th to 19th February, as well as on the 16th February to those participating in the CSO and SGP meetings. 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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