

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

*Hotel Méridien N'fis – Marrakech, Morocco – 16 and 17 December, 2013*

### 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 Sunday, December 15<sup>th</sup> and leave on Wednesday, December 18<sup>th</sup>.

**Constituency Meeting:** Please note that on Sunday, December 15<sup>th</sup> there will be a Constituency Meeting taking place exclusively for GEF Political and Operational Focal Points of the Constituency comprised of: Afghanistan, Jordan, Iraq, Lebanon, Pakistan, Syria and Yemen. Operational and Political Focal Points of these countries who plan to attend the meeting should arrive on Saturday, December 14<sup>th</sup>. For further details, please contact **Ms. Abeer Al Dagestani** at the GEF Secretariat – Email: [aaldagestani@thegef.org](mailto:aaldagestani@thegef.org), Tel: (+1) 202.473.2994.

**Civil Society Meeting:** Please note that also on Sunday, December 15<sup>th</sup>, there will be a Civil Society Meeting taking place exclusively for GEF Civil Society Representatives. Participants invited to attend the Civil Society Meeting should arrive on Saturday, December 14<sup>th</sup>. 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.

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:

**Mr. Miguel Lara**

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

Tel: (+1) 703.816.0348 / Fax : (+1) 703.351.0852

Email: [Miguel.F.Lara@aexp.com](mailto:Miguel.F.Lara@aexp.com)

### Registration

In order to expedite travel arrangements and registration, please register online at:

<http://www.thegef.org/gef/ECW-Morocco>

**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!**

## Visas

Participants who require a visa to enter **Morocco** 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.

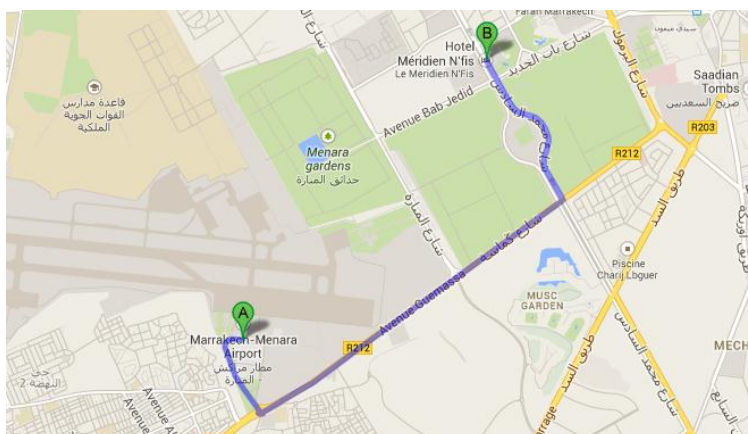
## Hotel and Venue

**The Workshop Venue is the Hotel Méridien N'fis.** Participants sponsored by the GEF will be staying at the hotel. Self-sponsored participants are welcomed to make their own reservations.

**Hotel Méridien N'fis | Avenue Mohamed VI | Marrakech 40000 Morocco**

Contact: Ms. Oumnia Naitbourhim | Tel: +212 524 33 94 00 | Email: [oumnia.naitbourhim@lemeridien.com](mailto:oumnia.naitbourhim@lemeridien.com)

*Approx. 10 minutes between Airport and Hotel*



## Airport Transfer

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

## Interpretation

Simultaneous Interpretation will be available in Arabic and English.

## Materials

Materials will be in Arabic and English. Participants will be provided with about 2 copies of the presentations in hand-out form per table. Participants will also receive all the presentations and related material on a USB Drive.

## Per diem & meals

The hotel will provide breakfast on all days. Lunch is included on 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, please note that all receipts must be provided).

## For additional questions please contact:

**Ms. Camila Pérez Gabilondo**

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**Mr. Robert T. Schreiber (Ted)**

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