

Logistics Note

GEF Coastal West Africa Expanded Constituency Workshop (ECW)

Sarakawa Hotel, Lomé-Togo

Flights

Travel will be arranged by the travel agency **American Express** (AMEX). Once registered on the GEF Website (<https://www.thegef.org/events/ecw-togo-2019>) and your registration is accepted you will be contacted by Amex.

You should plan to arrive on Monday May 13th. Departure may be in the evening of Friday May 17 or Saturday May 18. 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.

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 - They might be your Electronic tickets! Once the ticket is issued all changes must be done directly with Amex and any fee or change in the ticket fare must be covered by you

Your ticket will only be issued once Amex receives your confirmation (authorized fare: economy). **Confirm that your name on the ticket is spelled EXACTLY as on your passport** and that your date of birth is correct. Some airlines do not allow changes in the name or order once the ticket is issued.

Please print out the E-tkt receipt and carry it with you when you travel.

Contact at Amex



Mr. Adama Diagne

Tel: +1 (312) 340 2662

Email: Adama.Diagne@amexgbt.com

- ✓ Register on the [GEF Website](#)
- ✓ Once received confirm your ticket (24h)
- ✓ Name on ticket = name on passport
- ✓ Confirm if you need a visa:



- ➔ Ask the Embassy or Consulate of Togo
- ➔ Check if you need a visa for your layovers

14-17 MAY, 2019

Global Environment Facility

1818 H Street NW | Washington DC | 20433 USA
www.thegef.org





Hotel and meeting venue

The workshop venue is the **Hotel Sarakawa** in Lomé, Togo. Participants sponsored by the GEF will be staying at the Sarakawa Hotel. Self-sponsored participants are welcomed to make their own reservations.

Transfer from/to Airport - hotel

For funded participants arriving by Air, the Hotel will provide a shuttle service. Please look out for the GEF Coastal West Africa ECW Sign or a Sarakawa hotel sign.

Perdiem

For GEF funded participants the hotel will provide breakfast on all days. Lunch is included on the workshop days (14-17 May) and a modest per diem will be provided to cover dinners. In case of any extra expenses please present original receipts

¿Questions?

Contact:



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