

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Zambezi Sun Hotel, Livingstone Zambia | 16 to 18 July 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 Monday, 15 July and depart on the evening of Thursday 18 July *after 6pm* or on Friday 19 July.

Civil Society Meeting: Please note that on Monday 15 July there will be a Civil Society Meeting taking place exclusively for GEF Civil Society Representatives. Participants invited to attend the Civil Society Meeting should plan to arrive on Sunday, 14 July and depart on the evening of Thursday 18 July *after 6pm* or on Friday 19 July. For further details, please contact **Ms. Pilar Barrera** at the GEF Secretariat – Email: 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:

Jose A. Castellanos

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

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

Email: Jose.a.Castellanos@aexp.com

Registration

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

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

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 Zambia 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. <http://www.doyouneedvisa.com/>

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 Zambezi Sun Hotel in Livingstone Zambia. All Participants sponsored by the GEF will be staying at the Zambezi Sun. Participants will be provided with a single room for the duration of the Workshop. Basic room charges, room taxes and daily breakfast will be covered on the GEF master bill. Kindly note that all incidental expenses (telephone and internet charges, laundry/dry cleaning services, room service, beverages/minibar, etc.) will be the participant's responsibility, and must be settled at check-out. Self-sponsored participants are welcome to make their own reservations.

Zambezi Sun

Mosi-oa-Tunya Road

Livingstone, Zambia

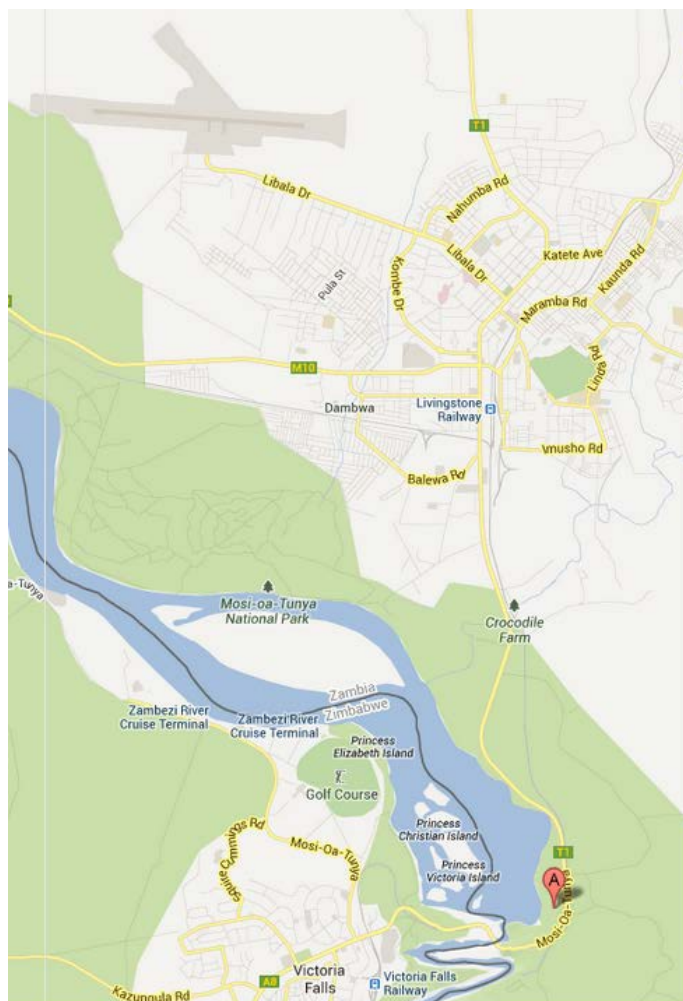
Contact: Rachel Ndhlovu Chitambala

Sales Coordinator

Tel (Direct): +260 211 372757-9

M: 0977 824236

Email: rchitambala@suninternational.co.zm



Interpretation

There will NOT be interpretation – all presentations will be in English.

Materials

Materials will be English. Each table will be provided with a few copies of the presentations in hand-out form. Participants will also receive all the presentations and related material on a USB Drive at the start of the meeting and the materials may be found and downloaded from the GEF website: www.thegef.org/gef/ECW-Zambia

Per diem & meals

The hotel will provide breakfast on all days. Lunch is included on workshop days, 16 to 18 June. 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:

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