

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

*Bourbon Conmebol Convention Hotel–Asunción, Paraguay – 14<sup>th</sup> to 15<sup>th</sup> April 2015*

### Registration

Please read the following administrative note on the meeting that will take place in Asunción, Paraguay from 14 to 15 April 2015. In order to expedite travel arrangements and registration, please register online at the GEF ECW webpage: [https://www.thegef.org/gef/ECW\\_Paraguay](https://www.thegef.org/gef/ECW_Paraguay).

### Travel

**Flights:** Travel will be arranged by our travel agent American Express (AMEX). You should plan to arrive on Monday 13<sup>th</sup> April. Departure may be on Wednesday 15<sup>th</sup> April, after 9 pm, or Thursday 16<sup>th</sup> April depending on availability of flights towards your city of destination. **If you are a representative of Civil Society Organizations (CSOs), GEF Operational Focal Point and/or CBD Focal Point and will participate in the meeting of CSOs/CBD on Monday, April 13<sup>th</sup>, you should plan to arrive on Sunday April 12<sup>th</sup> and departure on Wednesday April 15<sup>th</sup>, after 9 pm, or Thursday April 16<sup>th</sup>.**

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:

**Sra. Charlotte Garavaglia**  
American Express Travel  
Tel: +1 (703) 816 0348  
Email: [Charlotte.P.Garavaglia@aexp.com](mailto: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 Paraguay 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 Bourbon Conmebol Convention Hotel.** Participants sponsored by the GEF will be staying at the **Bourbon Conmebol Convention Hotel** and will have a single room for the duration of the workshop. Self-sponsored participants are welcomed to make their own reservations. The cost of the stay, taxes, breakfast and daily lunch will be covered by the GEF. Additional costs (telephone, laundry / cleaning, room service, extra drinks) are the responsibility of the participant and must be paid upon departure.

#### **Bourbon Conmebol Asunción Convention Hotel**

Av. Sudamericana, 3104, Asunción

Tel: +595 21 659 1000

[www.bourbon.com.py](http://www.bourbon.com.py)

#### **Contact:**

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Sales Executive

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##### **Nathalia Sandoval**

Reservations Agent

Tel: +595 (21) 659 1000

E-mail: [reservas.conmebol@bourbon.com.py](mailto:reservas.conmebol@bourbon.com.py)

### *Per diem & meals*

The hotel will provide breakfast every day during the ECW. Lunch is included on workshop days, 14<sup>th</sup> to 15<sup>th</sup> April, as well as on the 13<sup>th</sup> April to those participating in the CSO and CBD 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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