

## **NOTE ON LOGISTICS**

### **GLOBAL ENVIRONMENT FACILITY COUNCIL MEETING MAY 14-16, 2003**

**WASHINGTON D.C.**

#### **LOCATION:**

The meeting will take place at the World Bank, H Auditorium, 600, 19<sup>th</sup> Street, N.W. Washington D.C., (Please use side entrance to the auditorium on G Street).

#### **VIDEO RECORDING OF MEETING PROCEDURES:**

There will be a simultaneous video broadcasting of the meeting proceedings in the lounge area outside of the auditorium and in H1-200.

#### **DOCUMENTATION:**

Documents will be available on the internet on the GEF web site: [www.gefweb.org](http://www.gefweb.org), no later than April 16, 2003, and will be available at the meeting.

#### **NGO CONSULTATION:**

The NGO Consultation will take place on Tuesday, May 13, 2003, at the World Bank, H Auditorium, 600, 19<sup>th</sup> Street, N.W, Washington D.C. Arrangements have been made to hold a preparatory meeting on May 12, at the same location. All those invited to the GEF Council meeting are also invited to attend the NGO Consultation on May 13. Registration will take place in the reception area outside of the Auditorium on May 13, starting at 8.30 a.m. Refreshments and lunch will be provided. Documentation will be available at the time of the consultation.

#### **REGISTRATION**

Pre-registration for the Council meeting will be open during the NGO Consultation on May 13.

Those participating in the Council meeting may also register during the reception which will be held at 6:30 p.m. on Tuesday, May, 13, in the Atrium, located on the ground floor of the main complex, 1818 H Street, N.W., Washington D.C.

Registration will also be open on Wednesday, May 14 from 8.30 a.m. at the H Auditorium.

**OPENING RECEPTION AND HOSPITALITY:**

There will be an opening reception in the Atrium of the main complex of the World Bank on Tuesday, May 13 at 6:30 p.m. Please use the main entrance to the World Bank main complex, 1818 H Street N.W. To facilitate access, please bring a copy of this notice with you and photographic identification.

Lunches and refreshments will be provided during the Council meeting.

**HOTEL ACCOMMODATION:**

See attached list of hotels for your convenience.

**FINANCIAL ASSISTANCE:**

Members and Alternates eligible to receive financial assistance to attend the meeting in May 2003 should contact Ms. Lesley Wilson of the GEF Secretariat (E-mail [lwilson2@worldbank.org](mailto:lwilson2@worldbank.org); Fax: 202 522 3240) as early as possible and no later than April 11, 2003.

If you have any inquiries on meeting logistics, please contact Ms. Wilson at the GEF Secretariat (Fax 202-522-3240).

**GLOBAL ENVIRONMENT FACILITY**

**COUNCIL MEETING  
WASHINGTON, D.C.  
MAY 14-16, 2003**

**REGISTRATION FORM**  
*(Please print clearly)*

*Country/Organization:* \_\_\_\_\_

*Capacity:*    *Member* \_\_\_\_    *Alternate* \_\_\_\_ *Advisor* \_\_\_\_ *Other* \_\_\_\_    *(please specify)*

*Name(s):*    1. \_\_\_\_\_

*Title* \_\_\_\_\_

2. \_\_\_\_\_

*Title* \_\_\_\_\_

3. \_\_\_\_\_

*Title* \_\_\_\_\_

*Address:* \_\_\_\_\_

\_\_\_\_\_

*Telephone:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

*Will you be attending the NGO Consultation on May 13, 2003?*    *Yes* \_\_\_\_    *No* \_\_\_\_

*Will you be attending the Reception on the evening of May 13, 2003?* *Yes* \_\_\_\_    *No* \_\_\_\_

Please return by fax to:

John Clyde, GEF Secretariat

Fax: (202) 522 3240

Phone: (202) 473 5098

## HOTELS CLOSE TO THE WORLD BANK:

\*Block bookings for participants attending the GEF Council meeting, have been made at several hotels (see information below) at preferential rates. All participants wishing to make reservations will need to contact hotels *directly*, with credit card details, referring to the GEF Group number given below. Please note room cut-off dates, after which the preferential rates no longer apply.

<i>Hotel Name</i>	<i>Telephone Number</i>
*Lombardy, 2019 Eye Street, N.W.	202 828 2600
Group Number    9046	Fax: 202 872 0503
Cut-off date    April 7, 2003	
Rate            \$134 + taxes	
*State Plaza, 2117 E Street, N.W.	202 861 6200
Group Number    7223	Fax: 202 587 1354
Cut-off date    April 11, 2003	
Rate            \$129 + taxes	

The following are hotels close to the Bank but without block bookings:

Concordia Apts., 1250 New Hampshire Ave., N.W.	202 973 5500 Fax: 202 973 5401
Double Tree Guest: 801 New Hampshire Ave., N.W.	202 785 2000
2500 Pennsylvania Ave., N.W.	202 333 8060
Sheraton City Center, 1143 New Hampshire Ave., N.W.	202 775 0800
West Inn City Center, 1400 M Street, N.W.	202 429 1700
Wyndham Bristol, 2430 Pennsylvania Ave., N.W.	202 955 6400