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**Seventh Assembly**  
**Septième assemblée**

Vancouver | Canada **2023**



# Logistics Note

## Flights

For GEF funded participants, travel will be arranged by the travel agency American Express (AMEX) or one of its affiliates. The authorized fare is economy.

You should plan to arrive on Monday, 21 August. Departure may be in the evening of Saturday 26 August or Sunday 27 August. Should you wish to arrive earlier or stay later for reasons unrelated to the Assembly, any additional costs for lodging and other expenses be the responsibility of the participant. Please note that there is a limit of four extra days. Any additional charges related to the airfare must be paid by personal credit card to AMEX.

Your itinerary proposal and e-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 arranged directly with Amex and any fee or change in the ticket fare must be covered by you with credit card payment to AMEX.

Your ticket will only be issued once AMEX receives your confirmation 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.

## Venue

The Assembly venue is the [Vancouver Convention Center \(VCC\)](#), 1055 Canada Place, Vancouver, BC, V6C 0C3.

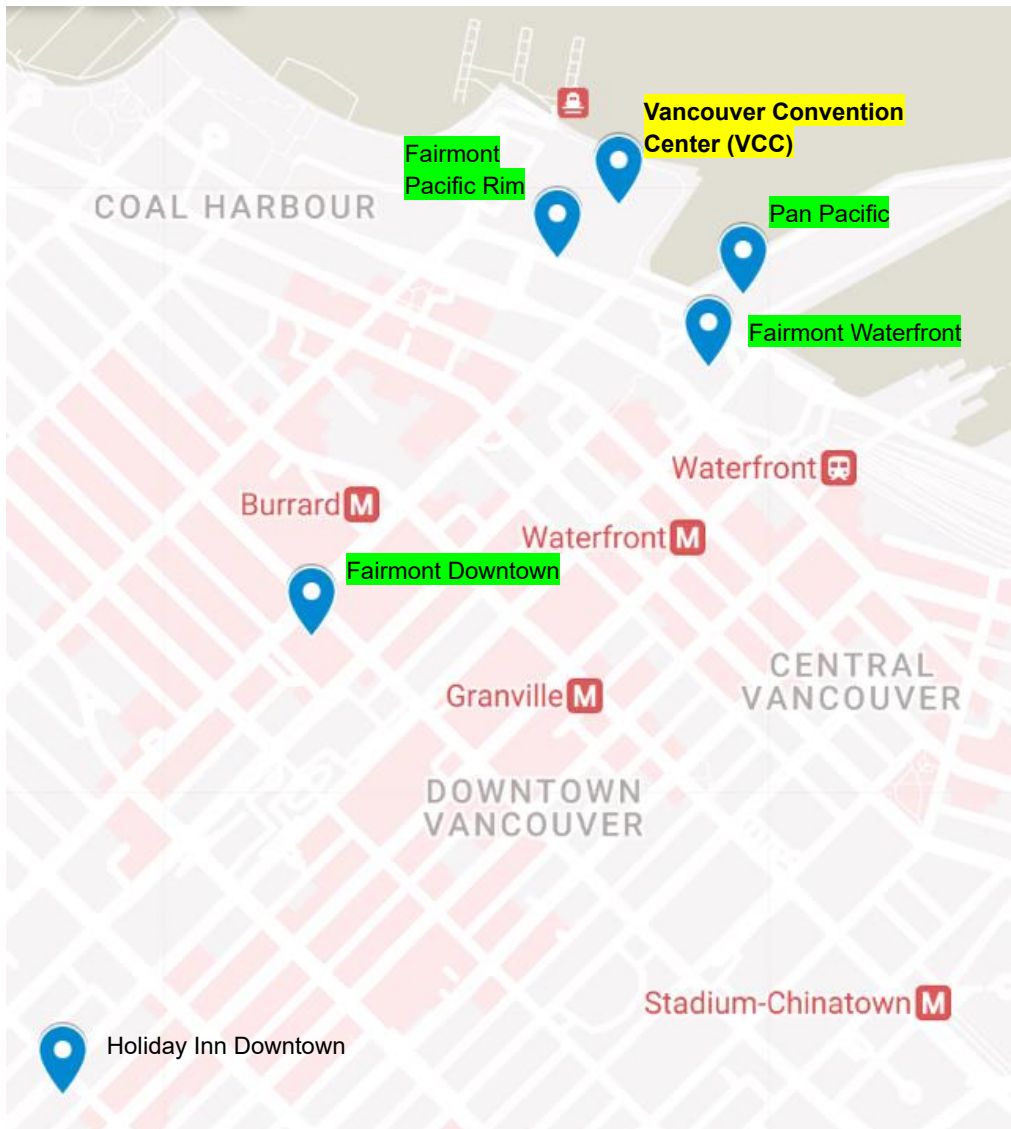
## Hotels

GEF Supported Participants will stay at the following hotels:

- [Fairmont Downtown](#)
- [Fairmont Waterfront](#)
- [Fairmont Pacific Rim](#)
- [Holiday Inn Downtown](#)
- [Pan Pacific](#)

Self-sponsored participants are welcome to make their own [reservations](#).





## Transfer from/to Airport – Hotel

For GEF funded participants arriving by Air, please take public transportation to the hotel (e.g., Taxi, Uber etc.). GEF will reimburse you at a fixed rate. For return transfers, the Hotel will provide a shuttle service.





## Per Diem

For GEF funded participants, the hotel will provide breakfast each morning of all day. Lunch is provided every day at the Convention center. A modest per diem will be provided for incidentals. Dinners will be provided on the 23rd and 25th. In case of extra expenses, you will be required to present original receipts. Funded participants that require a layover during travel will need to submit original hotel receipts if the lodging was not paid for by the GEF. A per diem for the layover city will be added to your overall per diem. Please email all the receipts in advance to the focal points by regions as indicated below. For funded participants that have a layover of more than 12 hours and require a hotel, they should get a pre-approval from the GEF and bring the original hotel bill for reimbursement if it is not pre-paid by the GEF.

## Visa | Entering Canada

Participants from countries that require a visa to enter Canada must have their visas already stamped in their passports prior to their trip. Please be sure to send us a scanned copy of your passport's bio page with your visa. Also, please be sure to confirm all necessary en-route visas. Original receipts must be submitted for reimbursement of any cost related to the obtention of your visa to Canada.

Participants from countries that require electronic travel authorization (eTA) to enter Canada should have them ready prior to departure.

Please, take your confirmation letter with you to identify yourself as a Seventh GEF Assembly participant to the Canadian authorities and facilitate entry formalities upon arrival in Canada.

## Focal Point Contacts

### Hotels

Robert Schreiber (Ted)  
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### Africa

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