

57th GEF Council Meeting - 27th LDCF/SCCF Council Meeting

Logistics Note for GEF Supported Council Members and Alternates

Date: Washington, DC - December 16-19, 2019

Location: World Bank, Preston Auditorium

Registration, Agenda and Documents

Registration is available online at: <https://www.thegef.org/events/57th-gef-council-meeting>

Schedule

- **Monday, December 16, 2019, 9:00am-5:30pm: GEF CSO Consultations**
 - Venue: World Bank Headquarters (Preston Auditorium, World Bank Main Complex [MC], 1818 H Street NW).
 - Registration: Begins at 8:00AM.
 - Afternoon Session in Preston (2:00pm-6:00pm) on *Combatting Illegal Wildlife Trade: A Civil Society Perspective*.
- **Monday, December 16, 2019: Pre-Council Meeting for Developing-Country Constituencies**
 - Venue: WB HQ room MC 7-100
 - Time: 5:30PM to 6:30PM
- **Monday, December 16, 2019: GEF Council Reception**
 - Venue: World Bank Headquarters (Atrium, World Bank Main Complex [MC], 1818 H Street NW); 6:30PM-8:30PM
- **Tuesday, December 17, 2019 - Thursday, December 19, 2019: 57th Council Meeting**
 - Registration: Begins at 8:00AM.
 - Venue: World Bank Headquarters (Preston Auditorium, World Bank Main Complex [MC], 1818 H Street NW)
- **Thursday, December 19, 2019, 9:00am-11:00am: 27th LDCF/SCCF Council Meeting** (Preston Auditorium). Agenda and Documents can be found at <http://www.thegef.org/council-meetings/lcdfscsf-council-meetings-27>

Materials

- Because of GEF's paperless policy, presentations and related materials will be made available electronically only, on the GEF Council webpage at <https://www.thegef.org/council-meetings/gef-57th-council-meeting>. If you believe you need hard copies, please make your own printing arrangements.

Travel

Air travel is arranged by our travel agents at American Express (AMEX). You should plan to arrive on Sunday, December 15, 2019. Departure should be on the evening of Thursday, December 19, 2019 after 6:00PM. If flights are not available on Thursday evening, you can depart on Friday, December 20, 2019. Should you wish to arrive earlier or stay later, take a different routing or request a different airline carrier for reasons unrelated to the Council meeting, please note that any additional costs would be your responsibility, and must be paid by credit card to AMEX.

Tickets

- **For tickets please contact: Toya D. Hambrick, American Express Global Business Travel / World Bank Onsite, Tel Domestic: (312) 340-2662, Email: <toya.d.hambrick@amexgbt.com>.**
- American Express will send you a proposed itinerary. You must approve this itinerary for Amex to issue the e-ticket and email it to you.
- Please review the dates and times of travel to see that 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. As mentioned above, please be ready to pay the price difference to Amex in case of any special requests.

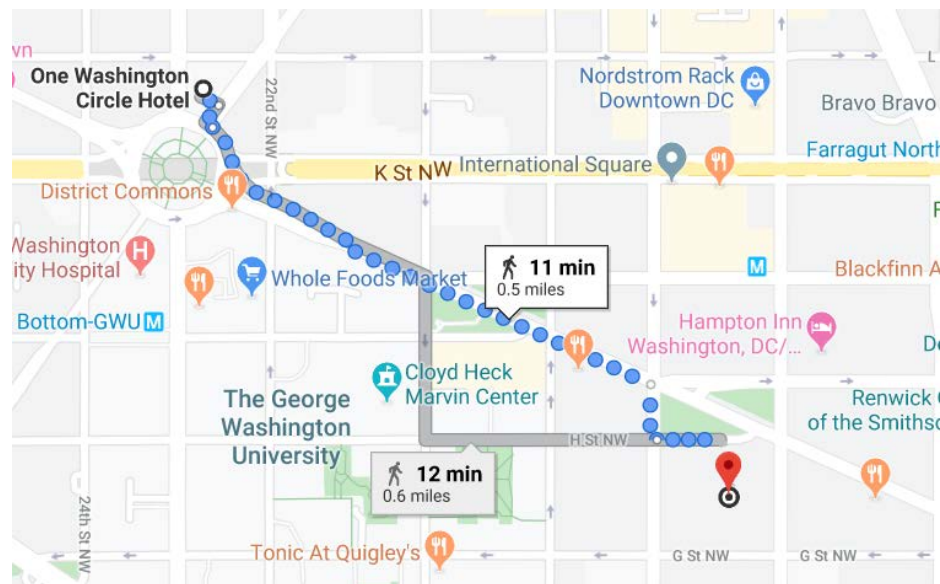
- We cannot make any name changes once your ticket has been issued. - Please check that your itinerary has your name spelled correctly, as in your passport, before the ticket is issued.
- Please print out the E-tkt receipt and carry it with you when you travel.
- Please check your SPAM/Junk mail folder for automated emails from American Express - They might be your eTickets!

Hotel

Participants sponsored by the GEF will be staying at the **One Washington Circle Hotel**, in Washington, DC. **Address: 1 Washington Cir NW, Washington, DC 20037/ Tel. + 1 202 872-1680.** Participants will be provided with a single room for the duration of the council meeting. The basic room charges, room taxes, breakfast and wi-fi will be covered on the GEF master bill. Kindly note: all incidental expenses (telephone, laundry/dry cleaning services, room service, beverages/minibar, etc.), will be the participant's responsibility, and must be settled with the hotel at check out.

Venue

The 57th GEF Council meeting will be taking place in the **World Bank's Preston Auditorium**



Per diem & meals

Breakfast is included with the room at the Hotel. Lunch and coffee/tea breaks are included on CSO and Council Meeting days (December 16-19, 2019). A modest out of pocket allowance of USD 40/day will be provided during your approved stay in Washington, DC. In-transit expenses (hotel, per-diem, visa) will be provided at the appropriate World Bank Rate. Please provide receipts for these expenses.

Airport Transfer

- Participants arriving by air should make their own transportation arrangements.
- From Washington Dulles International Airport (IAD), the following transportation methods are the most popular: Super shuttle (approximately USD 30) or a regular taxicab (approximately USD 65).
- From Reagan National Airport (DCA), the following transportation methods are the most popular: the Metro's blue line (approximately USD 10) or a regular taxicab (approximately USD 20).

Visas

Participants who require a visa to enter the United States should apply at the nearest US Embassy. Please be sure to confirm all necessary visas (including transit visas, if there are stop-overs en-route.) Please note that the GEF is not permitted to obtain visas for participants. The invitation letter you have received should be sufficient for obtaining a visa. If the consulate requests additional documentation pertaining to the sponsoring organization, please let us know.

For additional questions please contact: Christina Bogyo cbogyo@thegef.org Tel: +1 202 473-6974.