

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Douala, Cameroon | 5 to 8 September 2016

### Registration

In order to expedite travel arrangements and registration, please register online at [GEF ECW webpage: GEF ECW Central Africa \(https://www.thegef.org/gef/ECW-Central-Africa-2016\)](https://www.thegef.org/gef/ECW-Central-Africa-2016)

### 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 5 September. Departure may be on Thursday 8 September after 5PM, or on Friday 9 September. 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 **Mr. Adam Diagne** at AMEX – Email: [adama.diagne@aexp.com](mailto:adama.diagne@aexp.com), Tel: (+1) 703-816-0348

**CSO Meeting:** On Monday 5 September in the morning, there will be a GEF Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive on Sunday 4 September.

**SGP Meeting:** On Monday 5 September in the afternoon, there will be a Small Grants Programme Meeting taking place exclusively for GEF Political and Operational Focal Points and CSO participants. Participants invited to attend the SGP Meeting must arrive on either Sunday 4 September.

### Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Mr. Adam Diagne** at AMEX, [adama.diagne@aexp.com](mailto:adama.diagne@aexp.com). 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

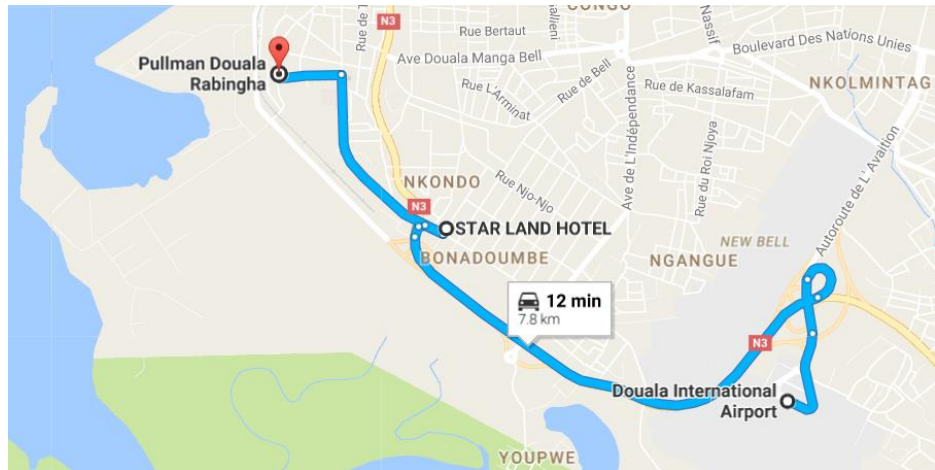
- 1) Your itinerary proposal and ticket will be sent to the email address with which you registered. Please check your SPAM/Junk mail folder for automated emails from AMEX – The itinerary proposal is not yet a ticket!
- 2) Please review the dates and times of travel to check if they are OK. As airline flights can fill up fast, we need a prompt reply from you in order to book optimum routings and times.
- 3) Please make sure that your registration name is exactly as in your passport, because 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.
- 4) The GEF authorizes the most economical round-trip economy fares.
- 5) 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.
- 6) Please print out the E-tkt receipt and carry it with you when you travel.

### Visas

Visa application is an exclusive responsibility of the participant. Participants who require a visa to enter Cameroon 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

Participants sponsored by the GEF will also be staying at **Hotel Pullman** in Douala. CSO and SGP Meetings on Monday will take place also at **Hotel Pullman**. The Workshop on Tuesday and Wednesday will take place at **Hotel Star Land**, all participants staying at Hotel Pullman will be transferred between hotels. Self-sponsored participants are welcomed to make their own reservations.



## Airport Transfer

For participants arriving by air, the hotel will provide round-trip transfer (airport-hotel-airport).

## Interpretation

Simultaneous interpretation will be available in English and in French.

## Materials

Materials will be in English and French. Because of GEF's paperless policy, presentations and related materials will be made available electronically only, on a USB Drive and on the [GEF ECW webpage](#). If you believe you need hard copies, please make your own printing arrangements.

## Per diem & meals

The hotel will provide breakfast on all days. Lunch is included on workshop days. Meal arrangements en-route and evenings must be made by participants, for which a modest *per diem* will be provided. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

## Site Visit

Please bring comfortable shoes and clothes for the visit to the Site Visit on Thursday 8 September.

## For additional questions please contact:

**Oreste P. Maia de Andrade**, T: (+1) 202-458-9387, [omaiaandradejr@thegef.org](mailto:omaiaandradejr@thegef.org)