

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Harbor Club/ Castries St. Lucia: May 28 -31, 2019

Registration

In order to expedite travel arrangements and registration, please make sure you have registered online at GEF ECW webpage: <http://www.thegef.org/events/caribbean-ecw-2019>.

Travel

Flights: Travel will be arranged by American Express (AMEX) - you will be contacted by one of our travel agents. *Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs will be the responsibility of the participant and must be paid by credit card to AMEX. For ticketing issues, please contact:*

Ms. Vivian Rashidi at AMEX – Email: vivian.l.rashidi@amexgbt.com
Tel: **312-340-2662** | TEL: 1- 602-567-1683 Call from outside USA

Arrivals/Departures: Please plan to arrive no later than Monday, May 27. Departure may be in the evening on Friday, May 31 or Saturday, June 1.

Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Ms. Vivian Rashidi** at AMEX – Email: vivian.l.rashidi@amexgbt.com; **copying Ms. Glynis Barber** at gbarber@thegef.org. This is required for issuing tickets. 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** - They might be your Electronic tickets!
- 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

Participants who require a visa to enter St. Lucia 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 **Harbor Club**. Participants sponsored by the GEF will also be staying at the **Harbor Club or Bay Gardens Hotel**. You will be advised prior to departure which hotel you will be staying at. Self-sponsored participants are welcome to make their own reservations by contacting:

Contact: **The Harbor Club**

ADDRESS: Rodney Bay, Gros Islet, St. Lucia
PHONE: (+1) 758 731-2900
EMAIL: paradise@rgbresort.com
<http://www.theharborclub.com/>

Bay Gardens Resorts

Rodney Bay Village. Gros Islet, St. Lucia
(+1) 758 458 8507
baygardens@condw.lc
<http://www.baygardensresorts.com/>

Airport Transfer

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

Materials

Materials will be in English only, but we will be providing simultaneous interpretation over the course of the ECW days. Presentations and related materials will be made available electronically only on a USB Drive and on the [GEF Webpage](#), because of GEF's paperless policy. 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 all meeting days and during the site visit. A modest *per diem* will be provided to funded participants. *Per diem* and hotel costs will also be provided for en-route overnights if applicable. (in this case, please provide all original receipts).

For additional questions please contact:

Mr. Robert (Ted) Schreiber

Tel: +1 202-458-0288
rschreiber@thegef.org

Ms. Glynis Barber

Tel: + 1 202-473-1265
gbarber@thegef.org