

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Royal Lotus Hotel, Da Nang, Vietnam – 4 to 7 April 2017

Registration

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

Travel

Flights: Travel will be arranged by travel agent American Express (AMEX) and 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 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

Tel: 1-855-236- 4326 Toll Free | TEL: 1- 602-567-1683 Call from outside USA

Travel for OFPs and PFPs attending the Constituency Meetings: On Monday 3 April, there will be Constituency Meetings taking place exclusively for GEF OFPs and PFPs from the South Asia and East Asia Constituencies. Participants invited to attend these meeting must arrive Sunday 2 April. For further details, please contact **Seo-Jeong Yoon** at the GEF Secretariat –Tel: +1 202-473-7832, Email: syoon@thegef.org.

Travel for CSOs attending the CSO Meeting: On Tuesday morning 4 April, there will be a GEF Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive Monday 3 April. For further details, please contact **Ms. Pilar Barrera** at the GEF Secretariat – Email: pbarrera@thegef.org, Tel: (+1) 202-458-9891.

Travel for all other participants: You should plan to arrive on Tuesday 4 April. Departure may be in the evening on Friday 7 April or Saturday 8 April.

Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Mr. Adam Diagne** at AMEX – Email: adama.diagne@aexp.com. 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 Vietnam 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 **Royal Lotus Hotel**. Participants sponsored by the GEF will also be staying at the **Royal Lotus Hotel**. Self-sponsored participants are welcomed to make their own reservations by contacting:

Contact: **Royal Lotus Hotel**
ADDRESS: 120A NGUYEN VAN THOAI STR, DA NANG, VIETNAM
PHONE: (+84) 511 6261 999
FAX: (+84) 511 62 63 999
EMAIL: INFO@ROYALLOTUSHOTELDANANG.VN
<http://www.royallotushoteldanang.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. Because of GEF's paperless policy, presentations and related materials will be made available electronically only, on a USB Drive and on the [GEF 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 all meeting days and during the site visit. A modest *per diem* will be provided to those participants selected for funding. *Per diem* and hotel costs will also be provided for en-route overnights if applicable (in this case, all receipts must be provided).

For additional questions please contact:

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