

# Logistics Note

## GEF Introduction Seminar

28-30 January 2020 - World Bank J Building, room JB1-080 – Washington, DC, USA

### Flights

**For participants funded by the GEF**, travel will be arranged by American Express (AMEX). Once registered on the GEF Website ([www.thegef.org/events/gef-introduction-seminar-2020](http://www.thegef.org/events/gef-introduction-seminar-2020)) and your registration is accepted you will be contacted by Amex.

You should plan to arrive on Monday January 27th. Departure may be in the evening of Thursday January 30th or Friday January 31st. 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.

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! Once the ticket is issued all changes must be done directly with Amex and any fee or change in the ticket fare must be covered by you.

Your ticket will only be issued once Amex receives your confirmation (authorized fare: economy). Confirm 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.

Please print out the E-tkt receipt and carry it with you when you travel.

### Visa

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.

### Contact at Amex

Jose Castellanos

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### Hotel and meeting venue

The **workshop venue is the World Bank J Building room JB1-080** in Washington, DC. **Participants sponsored by the GEF will be staying at the State Plaza Hotel.** Self-sponsored participants are welcome to make their own reservations.



### Transfer from/to Airport - hotel

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 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 taxicab (approximately USD 20).

### Per diem

For GEF funded participants the hotel will provide breakfast. Lunch will be provided at the Introduction Seminar on the 28<sup>th</sup> through the 30<sup>th</sup>. A modest per diem will be provided to cover dinner and in/out expenses. In case of any extra expenses you will have to present original receipts.

### eCourse : [Introduction to the GEF](#)

By completing the course, you will gain knowledge of the GEF's mission, history and institutional structure. You will understand the organizing principles and areas of work in the 7th GEF replenishment period (GEF-7). The E-course has 5 topical sections, each with short quizzes on what you have learned, and requires approximately 90 minutes to complete in one sitting; but you can also take it at your own pace. **You will receive a certificate upon completion.**

### Questions? [Contact:](#)



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