

GEF FAMILIARIZATION SEMINAR – LOGISTICS NOTE

Washington, DC – January 30 – February 1 2013

Travel

Air travel will be arranged by our travel agents at American Express (AMEX). You should plan to arrive on Tuesday, January 29, 2013. Departure can be the evening of Friday, February 1 *after 21.00 hrs*, or February 2, 2013.

Should you wish to arrive earlier or stay later for reasons unrelated to the seminar, please note that any additional costs would be your responsibility, and must be paid by credit card to AMEX. Please contact Ms. Vicky Giannakopoulos at American Express Business Travel, World Bank for ticketing.

Ms. Frederika (Vicky) Giannakopoulos
Group Desk
American Express Business Travel
World Bank Onsite
Tel: 703.816.0348
Fax: 703.351.0852
Email: Giannakopoulos@aexp.com
www.americanexpress.com/businesstravel

In order to expedite travel arrangements and logistics, please register online at:

<http://www.thegef.org/gef/Fam-Sem-2013>

Please send a scanned copy of your passport identity page to ensure that the information is correct. This is required for issuing tickets and per diem.

Tickets

- 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.*
- American Express will issue an Electronic (E-tkt) ticket and will email you the e-passenger receipt and final itinerary only after we have your approval.
- Please print out the E-tkt receipt and carry it with you when you travel.
- *We cannot make any name changes once your ticket has been issued.* – Please check that your itinerary has your name spelled correctly, before the ticket is issued.
- Please check your SPAM/Junk mail folder for automated emails from American Express - They might be your eTickets!

Hotel and venue – The Dupont Circle Hotel

Participants sponsored by the GEF will be staying at the Dupont Circle Hotel in Washington, DC. Participants will be provided with a single room for the duration of the seminar. The basic room charges, room taxes and daily breakfast will be covered on the GEF master bill. Kindly note: all incidental expenses (telephone and internet charges, laundry/dry cleaning services, room service, beverages/minibar, etc.), will be the participant's responsibility, and must be settled at check out.

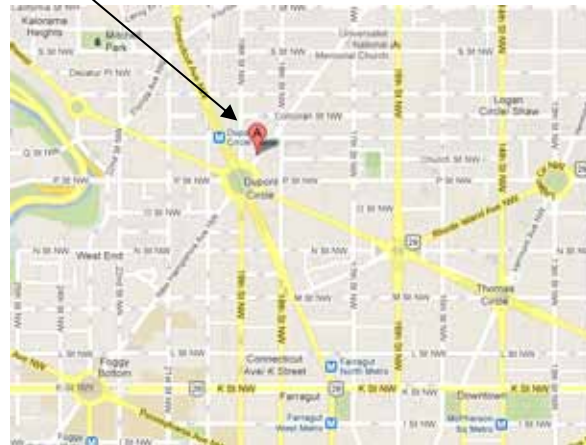
The GEF Familiarization Seminar will be taking place in the Dupont Ballroom A & B at the Dupont Circle hotel.

The Dupont Circle Hotel

Eric Stein

Sales Manager

The Dupont Circle Hotel
A member of The Doyle Collection
1500 New Hampshire Ave., NW
Washington, DC 20036
Direct Dial: 202.797.0158
Tel: 202.483.6000
Fax: 202.745.3071
ericstein@doylecollection.com
www.doylecollection.com



Airport Transfer

You will need to take a taxi to and from the airport. There is a flat rate reimbursement for this expense that is determined by the World Bank, which will be included in your per diem.

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.

Per diem & meals

A buffet breakfast is included with the room at the Hotel. Lunch is included on Familiarization Seminar days (January 30, 31 and February 1). A modest out of pocket allowance will be provided on meeting days January 30, 31 and February 1. En route hotel costs/per diem, if applicable, will be provided at the appropriate World Bank Rate – Please note, all receipts must be provided.

Please note that the GEF Familiarization Seminar will be conducted in English and that no interpretation will be provided.

For additional questions please contact:

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