

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

*Sarajevo, Bosnia & Herzegovina – September 5-6, 2013*

### Travel

Travel will be arranged by American Express (AMEX). You should plan to arrive on Wednesday, September 4<sup>th</sup>. Departure should be on Saturday, September 7<sup>th</sup>.

**Constituency Meeting:** *Please note that on Wednesday, September 4<sup>th</sup> there will be a Constituency Meeting taking place for GEF Focal Points. For further details, please contact Henry Salazar at the GEF Secretariat (hsalazar@thegef.org). Participants invited to attend the Constituency meeting will arrive on Tuesday, September 3<sup>rd</sup>.*

**CSO Meeting:** *There will also be a meeting for Civil Society representatives on Wednesday, September 4<sup>th</sup>. Please contact Pilar Barrera (pbarrera@thegef.org) at the GEF Secretariat for further details. CSO representatives will also arrive on Tuesday, September 3<sup>rd</sup>.*

Please note that should you wish to arrive earlier or stay later for reasons unrelated to the workshop any additional costs would be the responsibility of the participant and must be paid by credit card to AMEX. Please contact AMEX for ticketing:

**Charlotte Garavaglia**

American Express Tel: +1 703.816.0348

Email: Charlotte.p.Garavaglia@aexp.com

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

**<http://www.thegef.org/gef/ECW-Eastern-Europe>. If you are a GEF Focal Point or delegate and are attending the Constituency Meeting on September 4<sup>th</sup>, please indicate so in the appropriate space on the registration form.**

*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. (You may use your mobile phone to take a photo of your passports identity page. This is sufficient so long as it is legible!)*

### 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.
- AMEX 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.
- Please be aware that some airlines prohibit name changes to correct spelling or the order of names. We cannot make any name changes once your ticket has been issued.
- Please check your SPAM/Junk mail folder for automated emails from AMEX - They might be your eTickets!

### Visas

Participants who require a visa to enter Bosnia & Herzegovina 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 to help facilitate visa on arrival. Also, please be sure to confirm all necessary en route visas.

## Airport Transfer

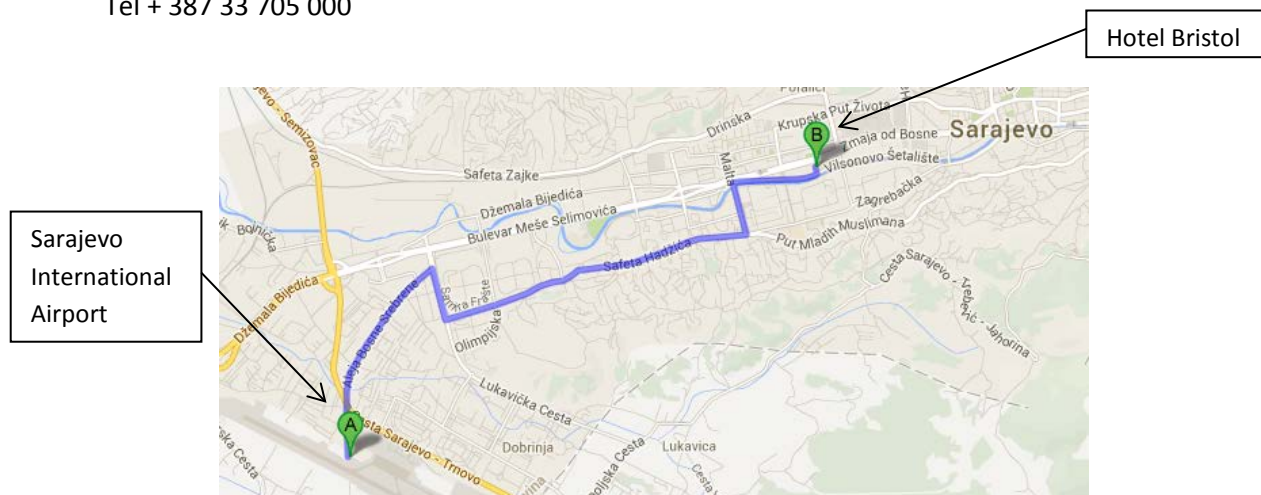
For participants arriving by air, the hotel will provide round trip airport transfer from the hotel to the airport.

## Hotel and Venue

### The Workshop Venue is the Bristol Hotel in Sarajevo

Participants sponsored by the GEF will be staying at the Bristol Hotel. Participants will be provided with a single room for the duration of the Workshop. 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.

**Address:** Fra Filipa Lastrica 2  
71000 Sarajevo, BiH  
Tel + 387 33 705 000



## Materials

Materials will be in English and Russian in paper and electronic format (USB keys).

## Interpretation

Simultaneous interpretation will be available in Russian and English.

## Per diem & meals

Breakfast is included for all days at the hotel and lunch/coffee breaks are included on September 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>. Hotel rooms and airport transfer are paid by the GEF. A modest *per diem* will be provided to each participant. En-route expenses will be provided, if applicable, according to World Bank guidelines (in this case, please note that all receipts must be provided).

## For additional questions please contact:

**Camila Perez Gabilondo**  
T: +1 202 458-0895  
cperezgabilondo@thegef.org

**Robert T. Schreiber (Ted)**  
M: +1 202 458 0288  
rschreiber@thegef.org