

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Kempinski Hotel Ishtar, Dead Sea, Jordan – 9th to 10th September 2015

Registration

In order to expedite travel arrangements and registration, please register online at [GEF ECW webpage: GEF ECW Middle East and North Africa \(https://www.thegef.org/gef/ECW-Jordan-2015\)](https://www.thegef.org/gef/ECW-Jordan-2015)

Travel

Flights: Travel will be arranged by our travel agent American Express (AMEX), or exceptionally by the World Bank Country Offices. You should plan to arrive on Tuesday 8th September. Departure may be on Friday 11th September. 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) 703-816-0348

CSO Meeting: On Tuesday 8th September, there will be a GEF Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive on Monday 7th September. For further details, please contact **Ms. Pilar Barrera** at the GEF Secretariat – Email: pbarrera@thegef.org, Tel: (+1) 202-458-9891.

CBD Meeting: On Tuesday 8th September, there will be a Convention of Biological Diversity (CBD) Meeting taking place exclusively for CBD Focal Points and GEF Focal Points. Participants invited to attend the CBD Meeting must arrive on either Monday 7th September. For further details, please contact **Ms. Minna Kononen** at the GEF Secretariat – Email: mkononen@thegef.org, Tel: (+1) 202-473-9402.

Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Mr. Oreste Maia de Andrade** at the GEF Secretariat, omaiaandradejr@thegef.org, and to **Mr. Adam Diagne** at AMEX, adama.diagne@aexp.com. This is required for issuing tickets and *per diem*. 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 Jordan 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 **Kempinski Hotel Ishtar, Dead Sea**. Participants sponsored by the GEF will also be staying at the **Kempinski Hotel Ishtar, Dead Sea**. Self-sponsored participants are welcomed to make their own reservations.

Kempinski Hotel Ishtar – Dead Sea, Jordan

Swaimeh, Dead Sea Road | Tel: (+962) 5-356-8888

Website: <http://www.kempinski.com/en/dead-sea/hotel-ishtar/welcome/>

Map: Distance from Queen Alia International Airport to Kempinski Hotel Ishtar, Dead Sea is 65km



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 ECW 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 workshop days, 9th to 10th September, as well as on the 8th September to those participating in the CSO and CBD meetings. A modest *per diem* will be provided to each participant. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

For additional questions please contact:

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