

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Hotel Marmara – Antalya, Turkey – 11th to 13th December 2012

Travel

Travel will be arranged by our accredited travel agent American Express (AMEX), or exceptionally by the World Bank Country Office in Turkey. You should plan to arrive on Monday, 10th December. Departure may be on the evening of Thursday 13th December after 20:00h, or Friday 14th December.

Constituency Meeting: Please note that on Monday 10th December, from 14:00h to 18:00h, there will be a Constituency Meeting taking place for GEF Focal Points for North Africa (Morocco, Algeria, Tunisia, Libya, and Egypt). Participants invited to attend the Constituency Meeting should arrive on Monday at 12:00h noon at the latest. For further details, please contact **Ms. Abeer Al-Dagestani** at the GEF Secretariat – Email: aaldagestani@thegef.org, Tel: +1(202) 473-2994.

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 AMEX:

Ms. Jane van Eps

American Express (AMEX), World Bank | Washington D.C. USA

Tel: (+1) 703.816.0348 / Fax : (+1) 703.351.0852

Email: Jane.N.VanEps@aexp.com

Registration

In order to expedite travel arrangements and registration, please register online at: [GEF ECW Turkey Registration](http://www.thegef.org/gef/ECW-Turkey) (www.thegef.org/gef/ECW-Turkey)

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 passport's identity page. This is sufficient as long as it is legible!)*

Tickets

- Please review the dates and times of travel to check if 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 ticket (E-tkt) and will email you the e-passenger receipt and final itinerary only after you provide 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 after your ticket has been issued.
- Please check your SPAM/Junk mail folder for automated emails from AMEX - They might be your Electronic tickets!

Visas

Participants who require a visa to enter Turkey 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.

Airport Transfer

For participants arriving by Air, the Hotel will provide round-trip transfer (airport-hotel-airport).

Hotel and Venue

The Workshop Venue is the Hotel Marmara

Participants sponsored by the GEF will be staying at the **Hotel Marmara** in downtown Antalya. Participants will be provided with a single room for the duration of the Workshop. 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.

Hotel Marmara

Sirinyali Mah. Lara Antalya 07160 | Antalya, Turkey

Tel: (+90) 242 249 36 00 | Fax: (+90) 212 292 33 18

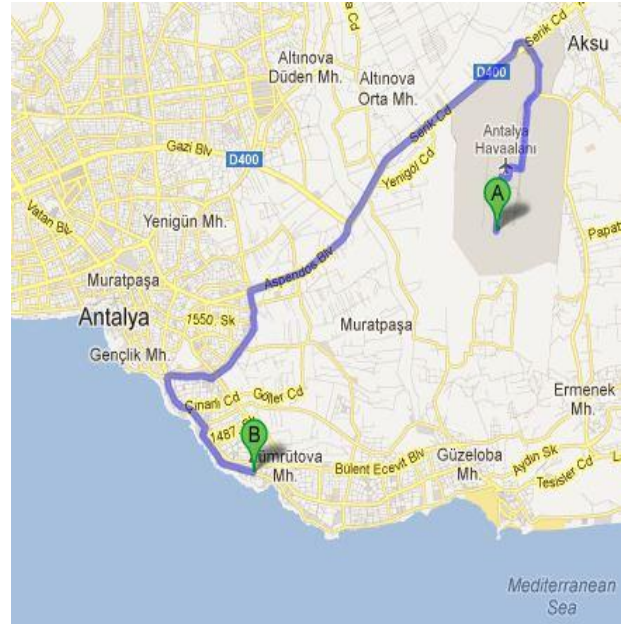
Contact Person : Ms. Irem Akdag

Email: iakdag@themarmarahotels.com

Website: www.themarmaracollection.com

Map: Directions from Airport (A) to Hotel (B) | Approx.

35 minutes between Airport and Hotel



Interpretation

Simultaneous Interpretation will be available in English and Arabic.

Materials

Materials will be in English and Arabic. Participants will be provided with copies of the presentations in hand-out form. Participants will also receive all the presentations and related material on a USB Drive at the end of the Workshop.

Per diem & meals

The hotel will provide breakfast, coffee-breaks, and lunches on all days. Lunch is included on workshop days, 11th to 13th December. 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, please note that all receipts must be provided).

Site Visit

Please bring comfortable shoes and clothes for the visit to the GEF Project Site at the Koprulu Canyon National Park on Thursday 13th December 2012.

For additional questions please contact:

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