

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

*Grand Lucayan Bahamas–Freeport, Bahamas, 5<sup>th</sup> to 7<sup>th</sup> May 2015*

### Registration

Please read the following administrative note on the meeting that will take place in Freeport, Bahamas from 5 to 7 May 2015. In order to expedite travel arrangements and registration, please register online at the GEF ECW webpage: [http://www.thegef.org/gef/ECW\\_Bahamas](http://www.thegef.org/gef/ECW_Bahamas).

### Activities

**On Monday May 4<sup>th</sup>** there will be a full day CSO meeting for civil society participants and a half day (afternoon) CBD/GEF biodiversity workshop for CBD Focal Points and GEF Operational Focal Points or their delegates.

**On Tuesday May 5<sup>th</sup> and Wednesday May 6<sup>th</sup>** all participants will attend the workshop which includes presentations on the policies and procedures for GEF-6 as well as practical exercises.

**On Thursday May 7<sup>th</sup>** at 8:30 am GEF Focal Points are invited to participate in a meeting convened by the GEF Programs Unit (Convention Focal Points are welcomed) to discuss on a potential resilience and nature financing proposal for the Caribbean countries. In the afternoon (1:00 pm) there will be a field trip to the Lucayan National Park.

### Travel

**Flights:** Travel will be arranged by our travel agent American Express (AMEX). You should plan to arrive on Monday 4<sup>th</sup> May. Departure may be on Thursday 7<sup>th</sup> May, after 9 pm, or Friday 8<sup>th</sup> May depending on availability of flights towards your city of destination. **If you are a representative of Civil Society Organizations (CSOs), GEF Operational Focal Point and/or CBD Focal Point and will participate in the meeting of CSOs/CBD on Monday, May 4<sup>th</sup>, you should plan to arrive on Sunday May 3<sup>rd</sup> and departure on Thursday May 7<sup>th</sup>, after 9 pm, or Friday May 8<sup>th</sup>.**

Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs on the plane ticket will be responsibility of the participant and must be paid by credit card to AMEX. For ticketing issues, please contact AMEX:

**Sra. Frederika Giannakopoulos**

American Express Travel

Tel: +1 (703) 816 0348

Email: [Frederika.Giannakopoulos@aexp.com](mailto:Frederika.Giannakopoulos@aexp.com)

**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!)*

### Plane 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-ktk) and will email you the e-passenger receipt and final itinerary only after you provide your approval.
- Please print out the E-ktk 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!
- If you have received your e-ticket and cannot attend please inform as soon as possible AMEX to cancel your trip. Otherwise, cancellation fees need to be paid.

### Airport Transfer

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

### Visas

Participants who require a visa to enter Bahamas 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 Grand Lucayan Bahamas Hotel.** Participants sponsored by the GEF will be staying at the **Grand Lucayan Bahamas Hotel** and will have a single room for the duration of the workshop. Self-sponsored participants are welcomed to make their own reservations. The cost of the stay, taxes, breakfast and daily lunch will be covered by the GEF. Additional costs (telephone, laundry / cleaning, room service, extra drinks) are the responsibility of the participant and must be paid upon departure.

#### Hotel Grand Lucayan Bahamas

Bell Channel Bay, Freeport, Bahamas  
Tel: 242-350-5311  
Fax: 242-350-5300  
<http://www.grandlucayan.com>

#### Charmayne Duncombe

Executive Sales Manager  
Tel: +595 981 453 388  
Email: [Duncombe.Charmayne@grandlucayan.com](mailto:Duncombe.Charmayne@grandlucayan.com)

The hotel will provide breakfast every day during the ECW. Lunch is included on workshop days, 5<sup>th</sup> to 6<sup>th</sup> May, as well as on the 4<sup>th</sup> May to those participating in the CSO and CBD meetings. Light lunch will be served on May 7<sup>th</sup> during the site visit. 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).

### Site Visit details

The field trip will take place at the Lucayan National Park on May 7<sup>th</sup> at 1:00 pm. It is advised to participants attending the site visit to bring the following:

- Comfortable clothing and long pants (for the short hikes)
- Comfortable shoes that can get wet
- Hat/cap/sunglasses
- Environmentally friendly sunscreen and insect repellent
- Swimwear and towel (there may be a chance to swim on Gold Rock Beach)

### For additional questions please contact:

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