

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Courtyard Marriot Hotel–Tbilisi, Georgia 22<sup>nd</sup> to 24<sup>th</sup> June 2015

### Registration

Please read the following administrative note on the meeting that will take place in Tbilisi, Georgia from 22<sup>nd</sup> to 24<sup>th</sup> June 2015. In order to expedite travel arrangements and registration, please register online at the GEF ECW webpage: <https://www.thegef.org/gef/ECW-Georgia>. Please note the registration must include your full name, as it appears on your passport, and your date of birth.

### Activities

On Monday June 22<sup>nd</sup> there will be one full day CSO meeting for civil society participants and half day (afternoon) CBD/GEF biodiversity workshop for CBD Focal Points and GEF Operational Focal Points or their delegates

On Tuesday June 23<sup>rd</sup> and Wednesday June 24<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.

### Travel

**Flights:** Travel will be arranged by our travel agent American Express (AMEX). You should plan to arrive on Monday 22<sup>nd</sup> June. Departure may be on Wednesday 24<sup>th</sup> June, after 9 pm, or Thursday 25<sup>th</sup> June 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, June 22<sup>nd</sup>, you should plan to arrive on Sunday June 21<sup>st</sup> and departure on Wednesday June 24<sup>th</sup>, after 9 pm, or Thursday June 25<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:

**Ms. Meriam E. Villasenor**  
American Express Travel  
Tel: +1 (602) 567 1683; +1 (855) 236 4326  
Email: Meriam.E.Villasenor@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-tkt) and will email you the e-passenger receipt and final itinerary only after you provide your approval.
- Please print out the E-ticket 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 Georgia 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 Courtyard Marriot Hotel.** Participants sponsored by the GEF will be staying at the **Courtyard Marriot 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.

**Courtyard Marriot Hotel**  
4 Freedom Square  
Tbilisi, Georgia  
+995 322 77 91 00  
<http://www.marriott.com>

**Maka Gochelashvili**  
EBC Manager  
Tel: +995 32 277 91  
Email: [maka.gochelashvili@marriott.com](mailto:maka.gochelashvili@marriott.com),

The hotel will provide breakfast every day during the ECW. Lunch is included on workshop days, 23<sup>rd</sup> to 24<sup>th</sup> June, as well as on the 22<sup>nd</sup> June to those participating in the CSO and CBD meetings. For those not attending the meetings on Monday but arriving that same day lunch will not be provided thus *per diem* will be distributed to cover their expenses. 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 original receipts must be provided).

### For additional questions please contact:

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