

# Logistics Note

## GEF West Africa Expanded Constituency Workshop (ECW)

*Farmington Hotel, Monrovia - Liberia*

### Flights

Travel will be arranged by the travel agency **American Express** (AMEX). Once you have registered on the GEF Website <https://www.thegef.org/events/liberia-ecw-2020> and your registration has been accepted you will be contacted by Amex. The authorized fare is economy.

Plan to arrive no later than Monday April 20. Departure may be in the evening of Friday April 24 or Saturday April 25. Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs for airfare will be responsibility of the participant and must be paid by credit card to AMEX.

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! Once the ticket is issued all changes must be done directly with Amex and any fee or change in the ticket fare must be covered by you

Your ticket will only be issued once Amex receives your confirmation of the following: **Confirm that your name on the ticket is spelled EXACTLY as on your passport and that your date of birth is correct.** Some airlines do not allow changes in the name or order once the ticket is issued.

### Contact at Amex



Ms. Toya Hambrick

Tel: +1 (312) 340 2662

Email: [toya.d.hambrick@amexgbt.com](mailto:toya.d.hambrick@amexgbt.com)

- ✓ Register on the [GEF Website](#)
- ✓ Deadline for registration:



**Friday March 27, 2020**

The GEF Secretariat cannot guarantee providing air tickets to any participant registering or delegating its participation after this date.

**21 - 24 APRIL, 2020**

**Global Environment Facility**

1818 H Street NW | Washington DC | 20433 USA

[www.thegef.org](http://www.thegef.org)





## Hotel and meeting venue

The workshop venue for this ECW is the **Farmington Hotel** in Monrovia, Liberia. Participants sponsored by the GEF will be staying at the Farmington Hotel. Self-sponsored participants are welcomed to make their own reservations.

## Transfer from/to Airport - hotel

For funded participants arriving by Air, the Hotel will provide a shuttle service. Once landed and your luggage recovered please look out for the GEF West Africa ECW sign or a Farmington Hotel sign.

## Per diem

For GEF funded participants the hotel will provide full board on all days (breakfast, lunch and dinner) and a modest per diem will be provided for incidentals. In case of any extra expenses you will be required to **present original receipts**. Funded participants that require a layover during travel will need to submit original hotel receipts if the lodging was not paid for by the GEF. A per diem for the layover city will be added to your overall per diem.

## Visa

Participants who require a visa to enter Liberia 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**. Original receipts must be submitted for reimbursement of any cost related to the obtention of your visa.

### ¿Questions?

#### Contact:



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