

GEF INTRODUCTION SEMINAR 2015

Logistics Note

Date: Washington, DC - 20 to 22 January 2015
Location: World Bank, J Building, Room J B1-080

Registration

Registration is available online at: www.thegef.org/gef/Introduction-Seminar-2015

Travel

Air travel will be arranged by our travel agents at American Express (AMEX). You should plan to arrive on Monday 19 January and departure can be on the evening of Thursday 22 January after 21.00 hrs or Friday 23 January.

Should you wish to arrive earlier or stay later for reasons unrelated to the seminar, please note that any additional costs would be your responsibility, and must be paid by credit card to AMEX. Please contact **Adam Diagne** at American Express Business Travel, World Bank for ticketing.

Adam Diagne
International Corporate Travel Specialist
Group Desk - The World Bank
Tel: 1.855-236-4326 Option 1
Email: adama.diagne@aexp.com

Tickets

- Please review the dates and times of travel to see that 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.
- American Express will issue an Electronic (E-tkt) ticket and will email you the e-passenger receipt and final itinerary only after we have your approval.
- Please print out the E-tkt receipt and carry it with you when you travel.
- We cannot make any name changes once your ticket has been issued. - Please check that your itinerary has your name spelled correctly, before the ticket is issued.
- Please check your SPAM/Junk mail folder for automated emails from American Express - They might be your eTickets!

Airport Transfer

You will need to take a taxi to and from the airport. There is a flat rate reimbursement for this expense that is determined by the World Bank, which will be included in your per diem.

Visas

Participants who require a visa to enter the United States should apply at the nearest US Embassy. Please be sure to confirm all necessary visas (including transit visas, if there are stop-overs en route.) Please note that the GEF is not permitted to obtain visas for participants. The invitation letter you have received should be sufficient for obtaining a visa. If the consulate requests additional documentation pertaining to the sponsoring organization, please let us know.

GEF INTRODUCTION SEMINAR 2015

Logistics Note

Date: Washington, DC - 20 to 22 January 2015
Location: World Bank, J Building, Room J B1-080

Hotel

Participants sponsored by the GEF will be staying at the **State Plaza Hotel in Washington, DC.**

Participants will be provided with a single room for the duration of the seminar. The basic room charges, room taxes and daily breakfast and wifi will be covered on the GEF master bill. Kindly note: all incidental expenses (telephone, laundry/dry cleaning services, room service, beverages/minibar, etc.), will be the participant's responsibility, and must be settled at check out.

Venue

The GEF Introduction Seminar will be taking place in the **World Bank's J Building in room J B1-080**



Per diem & meals

A buffet breakfast is included with the room at the Hotel. Lunch and coffee/tea breaks are included on Seminar days (20-22 January). A modest out of pocket allowance of USD 50/day will be provided on Seminar days (20-22 January). Other expenses, if applicable, will be provided at the appropriate World Bank Rate. Please note, all receipts must be provided.

For additional questions please review the website: www.thegef.org/gef/Introduction-Seminar-2015 or contact: Camila Perez Gabilondo (mperezgabilondo@thegef.org) Tel: +1 202 458 0895; Oreste Maia de Andrade (omaiaandradejr@thegef.org), Tel: +1 202 458 9387 or Robert Schreiber (rschreiber@thegef.org)