

GEF EXPANDED CONSTITUENCY WORKSHOP | LOGISTICS NOTE
Accra, Ghana | 9-12 October 2017

Registration

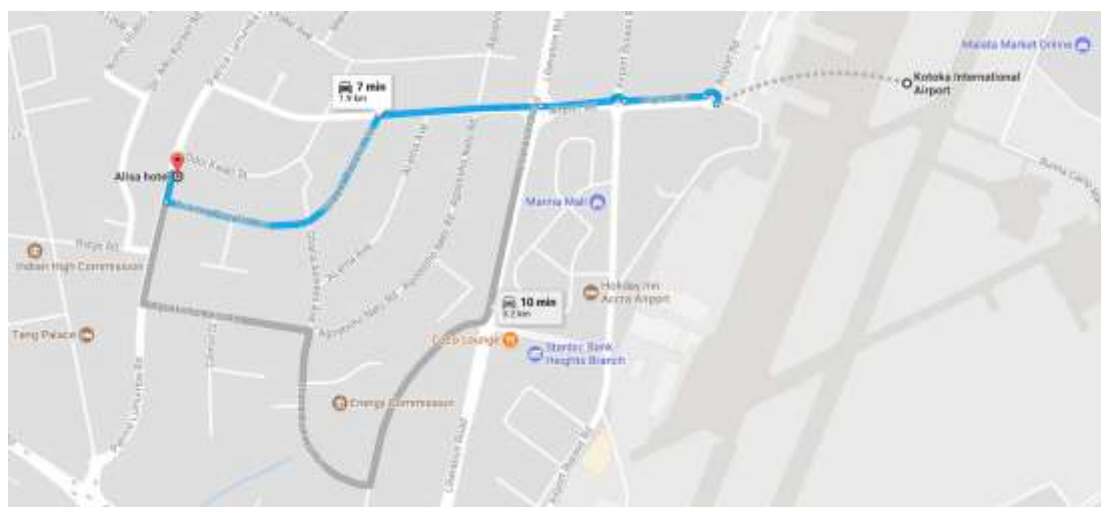
If you have not already registered, please do online at: <https://www.thegef.org/events/ecw-ghana>

Registration is required prior to making your travel arrangements.

Workshop Venue & Hotel

Swiss Spirit Hotel (former Alisa Hotel)

Address: Patrice Lumumba Rd, Accra, Ghana



Travel

Participants attending **CSO Consultation** (CSOs), **Constituency Meeting** (GEF OFPs and PFPs), and **SGP Consultation** (CSOs, GEF OFP & PFPs) are advised to arrive on Sunday 8 October, and depart on Thursday 12 October after 6PM or, if no flights available on Thursday, on Friday 13 October.

All other participants are advised to arrive on Monday 9 October, and depart on Thursday 12 October after 6PM or, if no flights available on Thursday, on Friday 14 October.

GEF-Sponsored Participants: flight arrangement will be made by the World Bank American Express (AMEX) Travel Counselor:

Ms. Charlotte P Garavaglia

Group Travel Counselor, World Bank

American Express (AMEX) Global Business Travel

Tel: (+1) 855-236- 4326 Toll Free

Tel: (+1) 602-567-1683 Call collect from outside USA

Email: charlotte.p.garavaglia@aexp.com

Please send a scanned copy of your passport identity page. This is required for issuing flight 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!)

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.

Flight Tickets

- You will receive a suggested travel itinerary by email (the email address in your registration). Please review the itinerary, your full name in the tickets, any connecting stops and transit visa requirements. Airline flights can fill up fast; to avoid any last minute change, please confirm your itinerary promptly.
- The GEF authorizes the most economical round-trip economy fares.
- You will receive an Electronic ticket (E-tkt), an e-passenger receipt and final itinerary only after you confirm the purchase.
- 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!

Self-Sponsored Participants (i.e. GEF Agency & Convention Secretariat representatives) are advised to make their own travel reservations.

Airport Transfer

GEF-Sponsored Participants: Round-trip transfer (airport-hotel-airport) will be provided by the hotel. You do not need to contact the hotel, since we send your travel itinerary to the hotel. At airport arrival, please look out for a driver holding a sign of the green GEF logo or the hotel name.

Materials

Materials will be in English and French. Presentations and related materials will be made available electronically online on the GEF Website: <https://www.thegef.org/events/ecw-ghana>

Per diem & Meals

The hotel will provide breakfast and lunch on all workshop days. A modest *per diem* will be provided to all GEF-Sponsored participants on 11 October at the end of the day. *Per diem* and hotel costs will also be provided to cover expenses en-route, if applicable (in this case, all receipts must be provided).

Contacts

Susan Waithaka
Tel: (+1) 202-473-5457
swaithaka1@thegef.org

Oreste Pedro Maia Andrade
Tel: (+1) 202-458-9387
omaiaandradejr@thegef.org