

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

*Nadi, FIJI – October 3-7, 2016*

### Registration

If you have not already registered, please register online at: <https://www.thegef.org/gef/GEF-ECW-Pacific-Islands-2016>. Please note that registration is required prior to making travel arrangements.

### Workshop Venue/Hotel

#### Sheraton Fiji Resort

Denarau Island South, Nadi, Fiji

Phone: +679 675 0777

<http://www.sheratonfiji.com/>

### Agenda/Arrival, Departure Date

Detailed agenda posted separately.

Monday (October 3)	
<b>Constituency Meeting (OFP/PFPs only)</b> morning	OFP/PFPs need to arrive on October 2
<b>Ridge to Reef Program Update (relevant OFP/PFPs)</b> afternoon	
Tuesday (October 4)	
<b>CSO Consultation (CSOs only)</b> morning	CSOs need to arrive on October 3
<b>SGP Consultation on GEF 7 (CSOs and OFP/PFPs)</b> afternoon	
Wednesday-Thursday (October 5-6)	
<b>Expanded Constituency Workshop (ECW)</b>	All other participants need to arrive on October 4
Friday (October 7)	
<b>GEF Project Site Visit</b>	Comfortable clothes & shoes
All participants are advised to depart on Friday (Oct 7) after 9 pm or on Saturday (Oct 8)	

### Travel

GEF-sponsored participants' travel will be arranged by the World Bank American Express (AMEX) Travel Counselor:

#### Ms. Meriam Villasenor

Group Travel Counselor, The World Bank Onsite, American Express Global Business Travel

Tel: 855.236.4326 or 602.567.1683 (toll-free)

Email: [meriam.e.villasenor@aexp.com](mailto: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!)

Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs will be your responsibility and must be paid by credit card to AMEX.

## 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 changes, 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 provide approval.
- 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) need to make own travel arrangements.

## Visas

Participants who require a visa 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.

## Accommodations

- GEF-sponsored participants do not need to contact the hotel to reserve a room.
- Self-sponsored participants (i.e., GEF Agency & Convention Secretariat representatives) are advised to make own reservations.

## Airport Transfer

- ALL participants: Round-trip transfer (airport-hotel-airport) will be provided by the host Ministry.
- Self-sponsored participants (i.e., GEF Agency & Convention Secretariat representatives): Please send final itinerary to Ted Schreiber to receive the airport transfer services.

## Materials

Materials will be in English only. Presentations and related materials will be made available electronically on a USB Drive and online at <https://www.thegef.org/gef/GEF-ECW-Pacific-Islands-2016>.

## Per diem & Meals

The hotel will provide breakfast on all days. Lunch is provided on Oct 3-7 for those participating in the meetings those days.

A modest *per diem* will be provided to GEF-sponsored participants on Oct 6 at the end of workshop.

## Contacts

**Robert Schreiber (Ted)**, [rschreiber@thegef.org](mailto:rschreiber@thegef.org), M: (+1) 202.258.8753

**Seo-Jeong Yoon**, [syoon@thegef.org](mailto:syoon@thegef.org), T: (+1) 202.473.7832, M: (+1) 202.492.6840

Re. CSO and SGP Consultations:

**Ms. Pilar Barrera** at [pbarrera@thegef.org](mailto:pbarrera@thegef.org) T: (+1) 202.458.9891; or

**Mr. Oreste P. Maia de Andrade** at [omaiaandradejr@thegef.org](mailto:omaiaandradejr@thegef.org) T: (+1) 202.458.9387