

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Hotel Radisson Blu | Freetown, Sierra Leone | 10 to 13 May 2016

Registration

In order to expedite travel arrangements and registration, please register online at:

<https://www.thegef.org/gef/ECW-Sierra-Leone-2016>

Travel

Flights: Travel will be arranged by our travel agent American Express (AMEX), or exceptionally by the World Bank Country Offices. You should plan to arrive on Tuesday 10 May. Departure may be on Friday 13 May after 19:00, or on Saturday 14 May. Please note that 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. For ticketing issues, please contact **Mr. Adam Diagne** at AMEX – Email: adama.diagne@aexp.com, Tel: (+1) 703-816-0348

CSO Meeting and SGP GEF 7 Consultation: On Tuesday 10 May, there will be a GEF Civil Society Meeting taking place exclusively for CSOs and a SGP GEF 7 Consultation for CSOs, OFPs and PFPs. Participants invited to attend the CSO Meeting must arrive on Monday 9 May. For further details, please contact **Mrs. Pilar Barrera** at the GEF Secretariat – Email: pbarrera@thegef.org, Tel: (+1) 202-458-9891.

Constituency Meeting: On Monday 9 May, there will be a Constituency Meeting taking place exclusively for GEF Political and Operational Focal Points. Participants invited to attend the Constituency Meeting must arrive on Sunday 8 May. For further details, please contact **Mrs. Susan Waithaka** at the GEF Secretariat – Email: swaithaka1@thegef.org, Tel: (+1) 202-280-4963.

Tickets

- 1) 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 – The itinerary proposal is not yet a ticket!
- 2) Please review the dates and times of travel to check if they are OK. As airline flights can fill up fast, we need a prompt reply from you in order to book optimum routings and times.
- 3) Please make sure that your registration name is exactly as in your passport, because 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.
- 4) The GEF authorizes the most economical round-trip economy fares.
- 5) 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.
- 6) Please print out the E-tkt receipt and carry it with you when you travel.

Airport Transfer

For participants arriving by air, the hotel will provide round-trip transfer (airport-hotel-airport) including ferry service.

Hotel and Venue

The workshop venue is the **Radisson Blu in Freetown Sierra Leone**. Participants sponsored by the GEF will also be staying at the same hotel. Self-sponsored participants are welcomed to make their own reservations.

Radisson Blu in Freetown Sierra Leone

17 Lumely Beach Road, Aberdeen, Freetown, Sierra Leone, radissonblu.com, +232 79 454000

Lungi International Airport lies only 30 minutes from the hotel, on an island across the river. Guests can access the mainland by water taxi, hovercraft or ferry. The hovercraft station can be found just 100 meters from the hotel.

