

GEF EAST AFRICA ECW – LOGISTICS NOTE

12-15 February 2019 – Radisson Blu Convention Center, Kigali, Rwanda

Travel

Flights: Travel will be arranged by travel agent American Express (AMEX), or by other local travel agencies, and you will be contacted by one of our travel agents. You should plan to arrive on Monday 11 February. Departure may be in the evening on Friday 15 February or Saturday 16 February. 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 respectively:

Ms. Charlotte Garavaglia at AMEX – Email: charlotte.p.garavaglia@amexgbt.com
Tel: +1 312-340-2662

Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Charlotte Garavaglia** at AMEX – Email: charlotte.p.garavaglia@amexgbt.com. This is required for issuing tickets. 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.

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 - They might be your Electronic tickets!
- 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.

Visas

Participants who require a visa to enter the {US} should apply at the nearest Embassy/Consulate. Also, please be sure to confirm all necessary en-route visas. Cost for Visas will be reimbursed upon reception of receipts during the workshop.

Hotel and Venue

The workshop venue is the **Radisson Blue Convention Center** in Kigali, Rwanda. Participants sponsored by the GEF will be staying at either **the Park Inn or the Marriott which are both nearby**. **Shuttle service will be provided between the hotels and the convention center**. Self-sponsored participants are welcomed to make their own reservations.

Airport Transfer

For funded participants arriving by Air, the Hotel will provide a shuttle service. Please look out for the **GEF ECW Sign or Marriott Sign or Park Inn Sign**. In the event there is no shuttle, please take a taxi to the hotel and these costs will be reimbursed.

Materials

Materials will be in English and French. Because of GEF's paperless policy, presentations and related materials will be made available electronically only on the GEF App and the [GEF ECW Webpage](#). If you believe you need hard copies, please make your own printing arrangements.

Per diem & meals

For GEF funded participants the hotel will provide breakfast on all days. Lunch is included on the workshop days (12-15 February). A modest *per diem* will be provided to funded participants. *Per diem* and hotel costs will also be provided en-route, if applicable according to World Bank guidance (in this case, all receipts must be provided).

For additional questions please contact:

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