

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

*Hotel Country Club – Windhoek, Namibia – 17<sup>th</sup> to 18<sup>th</sup> February 2015*

### Registration

In order to expedite travel arrangements and registration, please register online at [GEF ECW webpage: GEF ECW Southern Africa](http://www.thegef.org/gef/ECW-Namibia) (<http://www.thegef.org/gef/ECW-Namibia>)

### 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 Monday 16<sup>th</sup> February. Departure may be on Thursday 19<sup>th</sup> February.

**CSO Meeting:** On Monday 16<sup>th</sup> February, there will be a GEF Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive on Sunday 15<sup>th</sup> February. For further details, please contact **Ms. Pilar Barrera** at the GEF Secretariat – Email: [pbarrera@thegef.org](mailto:pbarrera@thegef.org), Tel: (+1) 202-458-9891.

**CBD Meeting:** On Monday 16<sup>th</sup> February, there will be a Convention of Biological Diversity (CBD) Meeting taking place exclusively for CBD Focal Points and GEF Focal Points starting at **1pm**. Participants invited to attend the CBD Meeting must arrive on either Sunday 15<sup>th</sup> February or in the morning of Monday 16<sup>th</sup> February. For further details, please contact **Mrs. Susan Waithaka** at the GEF Secretariat – Email: [swaithaka1@thegef.org](mailto:swaithaka1@thegef.org), Tel: (+1) 202-473-5457.

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 AMEX:

**Mr. Adam Diagne**

American Express (AMEX), World Bank | Washington D.C. USA

Tel: (+1) 703-816-0348 / Fax: (+1) 703-351-0852

Email: [adama.diagne@aexp.com](mailto:adama.diagne@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!)

### Tickets

- Please review the dates and times of travel to check if 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.
- 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.
- 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!

### Airport Transfer

For participants arriving by Air, the Hotel will provide round-trip transfer (airport-hotel-airport).

## Visas

Participants who require a visa to enter Namibia 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.

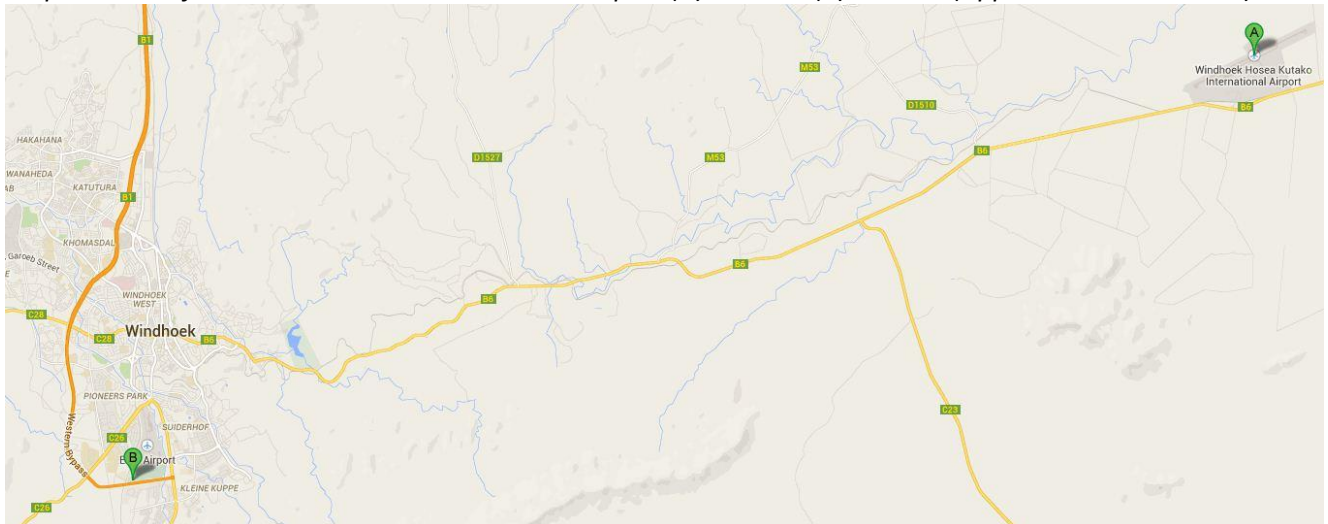
## Hotel and Venue

**The Workshop Venue is the Hotel Country Club.** Participants sponsored by the GEF will be staying at the **Windhoek Country Club Resort** in Windhoek. Self-sponsored participants are welcomed to make their own reservations.

**Windhoek Country Club Resort** | Western Bypass, Pioneers Park, Windh Windhoek | Windhoek, Namibia

Contact Person: Ms. Sigourney English | Tel: (+264) 61-205-5748 | Email: [bqwccr@legacyhotels.co.za](mailto:bqwccr@legacyhotels.co.za)

Map: Distance from Hosea Kutako International Airport (A) to Hotel (B) is 45km (Approx. 35 minutes ride)



## Materials

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

## Per diem & meals

The hotel will provide breakfast on all days. Lunch is included on workshop days, 17<sup>th</sup> to 18<sup>th</sup> February, as well as on the 16<sup>th</sup> February to those participating in the CSO and CBD meetings. A modest *per diem* will be provided to each participant. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

## For additional questions please contact:

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