

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Hotel Radisson | Port of Spain, Trinidad and Tobago | 1st to 4th March 2016

Registration

If you have not yet registered, please register at: https://www.thegef.org/gef/ECW_Caribbean_2016. This will help to expedite travel and other arrangements.

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 1 March. Departure may be on Friday 4 March after 8PM, or on Saturday 5 March. 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. Jose Castellanos** at AMEX – Email: jose.a.castellanos@aexp.com. Tel: (+1) 703-816-0348

CSO Meeting: On Tuesday 1 March in the morning, there will be a Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive on Monday 29 February.

Constituency Meeting: On Tuesday 1 March in the morning, 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 either Monday 29 February.

SGP Meeting: On Tuesday 1 March in the afternoon, there will be a Small Grants Programme Planning Consultation on GEF-7 taking place exclusively for CSOs and GEF Operational and Political Focal Points. Participants invited to attend the SGP Meeting must arrive on Monday 29 February.

Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Mr. Oreste Maia de Andrade** at the GEF Secretariat, omaiaandradejr@thegef.org, and to **Mr. Jose Castellanos** at AMEX, jose.a.castellanos@aexp.com. 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

- 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 AMEX automated emails – 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).

Visas

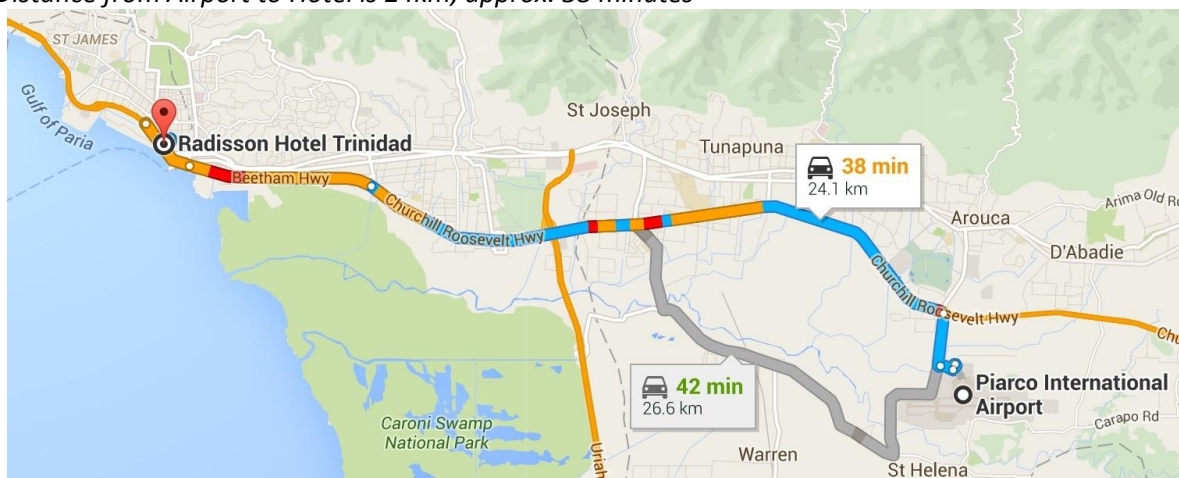
Visa is a personal responsibility of the participant. Those who require a visa to enter Trinidad and Tobago should apply at the nearest Embassy/Consulate. If there is not an Embassy or Consulate in your country, please be sure to send us a scanned copy of your passport's bio page and we will contact 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 Radisson** in Port of Spain. Participants sponsored by the GEF will also be staying at the same hotel. Self-sponsored participants are welcomed to make their own reservations.

Hotel Radisson, Wrightson Rd, Port of Spain, Trinidad and Tobago

Map: Distance from Airport to Hotel is 24km, approx. 38 minutes



Materials & Interpretation

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

Per diem & meals

The hotel will provide breakfast on all days. Lunch is included on workshop days. Meal arrangements en-route and evenings must be made by participants, for which a modest *per diem* will be provided. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

Site Visit

Please bring comfortable shoes and clothes for the visit to the Site Visit on Friday 4 March.

For additional questions please contact:

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