

## GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Beirut, Lebanon

20<sup>th</sup> September to 23<sup>rd</sup> September 2016

### Registration

If you have not already registered, please register online at: <https://www.thegef.org/events/ecw-mena>.

Registration is required prior to making your travel arrangements.

### Workshop Venue & Hotel

#### **Le Royale Hotel**

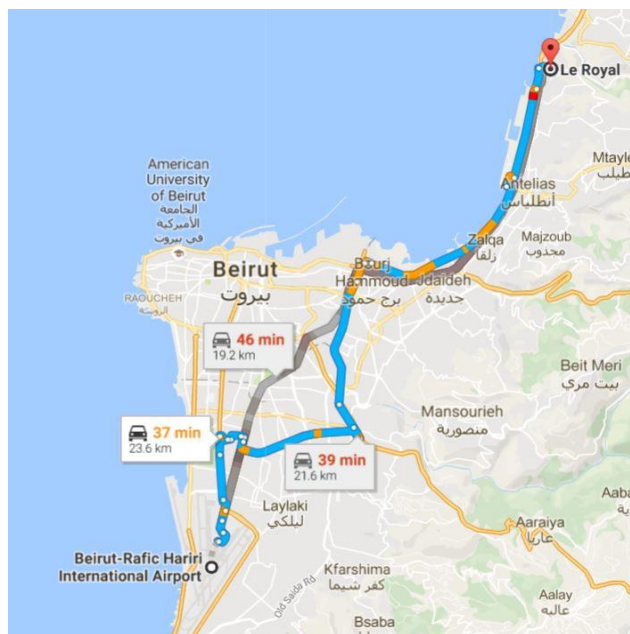
Leisure Hills Complex,  
**Dbayeh** 70 1010, Lebanon  
Tel: +961 4 555 187

#### **Antoinette J. Salameh**

Groups & Events Manager  
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Website: [www.leroyal.com/giftcard/beirut/](http://www.leroyal.com/giftcard/beirut/)

### Travel

**CSO Consultation** (CSOs) and **SGP Consultation** (CSOs, GEF OFP & PFPs) meeting participants are advised to arrive on Monday 19<sup>th</sup> September, and depart on Friday 23<sup>rd</sup> September after 8 pm or on Saturday 24<sup>th</sup> September.



**All other participants** are advised to arrive on Tuesday 20<sup>th</sup> September, and depart on Friday 23<sup>rd</sup> September after 8 pm or on Saturday 24<sup>th</sup> September.

**GEF-Sponsored Participants:** Once registered and approved flight arrangements will be made by the World Bank American Express (AMEX) Travel Counselor:

#### **Mr. Adama Diagne**

GroupTravel Counselor, The World Bank Onsite, American Express Global Business Travel  
Tel: 855-236- 4326 Toll Free  
Tel: 602-567-1683 Call collect from outside USA  
Email: [Adama.Diagne@aexp.com](mailto:Adama.Diagne@aexp.com)

**Please send us a scanned copy of your passport identity page.** This is required for issuing flight 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!)

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.

### Flight 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 change, 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 confirm the purchase.
- 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) are advised to make own travel reservations.

### Airport Transfer

**GEF-Sponsored Participants:** Round-trip transfer (airport-hotel-airport) will be provided by the hotel. You do not need to contact the hotel, since the hotel has your final travel itinerary. Please look out for a driver holding a sign of the green GEF logo or the hotel name.

### Visas

Participants who require a visa to enter Lebanon should apply at the nearest Embassy/Consulate. If there is no Embassy or Consulate in your country, please be sure to send us a scanned copy of your passport's identity page and we will contact the host ministry to check if visa on arrival is possible. Also, please be sure to confirm all necessary en-route visas.

### Materials

Materials will be in English. Presentations and related materials will be made available electronically on a USB Drive and online on the GEF Website: [https://www.thegef.org/gef/ECW\\_MENA](https://www.thegef.org/gef/ECW_MENA).

### Per diem & Meals

The hotel will provide breakfast and lunch on all workshop days. A modest *per diem* will be provided to all GEF-Sponsored participants on 22<sup>nd</sup> September at the conclusion of the workshop. *Per diem* and additional hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

### Contacts

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On the CSO and SGP Consultations: **Ms. Pilar Barrera** [pbarrera@thegef.org](mailto:pbarrera@thegef.org), T: (+1) 202-458-9891