

Astana, Kazakhstan
21st June to 24th June 2016

Registration

If you have not already registered, please register online at: https://www.thegef.org/gef/ECW_Kazakhstan

Registration is required prior to making your travel arrangements.

Workshop Venue & Hotel

Radisson Hotel Astana

Sary – Arka Str: 4

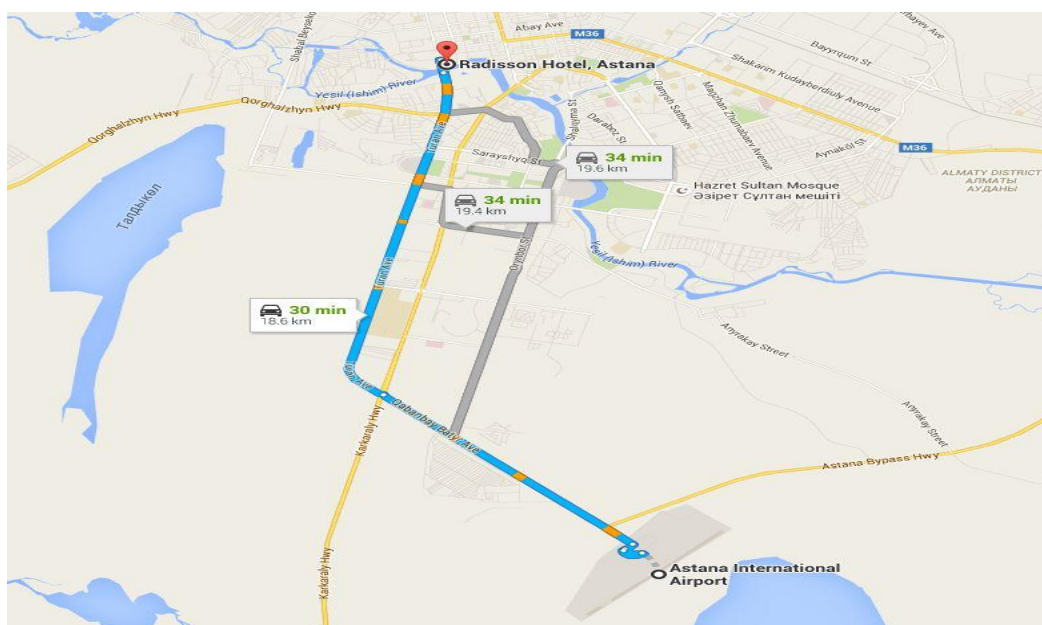
Astana 010000

Republic of Kazakhstan

Tel: +7 7172 67 07 77

E-mail: Info.astana@radisson.kz

Website: www.radissonblu.com/hotel-astana



Travel

CSO Consultation (CSOs) and **SGP Consultation** (CSOs, GEF OFP & PFPs) meeting participants are advised to arrive on Monday 20th June, and depart on Friday 24th June after 9 pm or on Saturday 25th June.

All other participants are advised to arrive on Tuesday 21st June, and depart on Friday 24th June after 9 am or on Saturday 25th June.

GEF-Sponsored Participants: flight arrangement 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

Please send 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 Kazakhstan 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 and Russian. 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_Kazakhstan.

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 23rd June at the conclusion of the workshop. *Per diem* and hotel costs will also be provided en-route, if applicable (in this case, all receipts must be provided).

Contacts

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