

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Renaissance Hotel, Minsk, Belarus 22-24 September 2015

Registration

Please read the following administrative note on the meeting that will take place at the Renaissance Hotel in Minsk, Belarus from 22-25 September 2015.

Activities

On Tuesday 22 September there will be one full day CSO meeting for civil society participants and half day (afternoon) CBD/GEF biodiversity workshop for CBD Focal Points and GEF Operational Focal Points or their delegates.

On Wednesday 23 September and Thursday 24 September all participants will attend the workshop which includes presentations on the policies and procedures for GEF-6 as well as practical exercises.

On Friday 25 September there will be a site visit to GEF and UNDP projects.

Travel

Flights: Travel will be arranged by our travel agent American Express (AMEX), or exceptionally by the World Bank Country Offices.

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 Meriam at AMEX:

Meriam E Villasenor | Email: meriam.e.villasenor@aexp.com
American Express (AMEX), World Bank | Washington D.C. USA
Tel: (+1) 855-236-4326 (option 2) | Fax: (+1) 703-351-0852

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 Belarus 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 Renaissance Hotel. Participants sponsored by the GEF will be staying at the **Renaissance Hotel** and will have a single room for the duration of the workshop. Self-sponsored participants are welcomed to make their own reservations.

Renaissance Hotel

Dzerzhinsky Avenue 1 E

Minsk 220036 Belarus

Phone: +375 17 309-90-90

<http://www.marriott.com/hotels/travel/mhpbr-renaissance-minsk-hotel/>

The hotel will provide breakfast every day during the ECW. Lunch is included on workshop days, 23-25 September.

Interpretation

Simultaneous Interpretation will be available in English and Russian.

Materials

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

Per diem & meals

Breakfast is included in hotel guest rooms, while lunches and coffee services will be provided during workshop and meeting days. 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:

Robert Schreiber

1 202 258 8753

rschreiber@thegef.org

Seo-Jeong Yoon

+1 202-473-7832

syoon@thegef.org