

# Logistics Note

## Southern Africa ECW

*Avenida Hotel, Maputo  
20-24 March 2023*



### Flights

Travel will be arranged by the travel agency **American Express** (AMEX). Once you have registered using this link <https://forms.office.com/r/waX6Gxc1V1> and your registration has been accepted you will be contacted by Amex. The authorized fare is economy.

You should plan to arrive on Sunday, 19 March. Departure may be in the evening of Friday 24 March or Saturday 25 March. Should you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs for airfare will be responsibility of the participant and must be paid by credit card to AMEX.

Your itinerary proposal and e-ticket will be sent to the email address with which you registered. Please check your SPAM/Junk mail folder for automated emails from AMEX - They might be your Electronic tickets!

Once the ticket is issued, all changes must be done directly with Amex and any fee or change in the ticket fare must be covered by you.

Your ticket will only be issued once Amex receives your confirmation of the following: **Confirm that your name on the ticket is spelled EXACTLY as on your passport and that your date of birth is correct.** Some airlines do not allow changes in the name or order once the ticket is issued.

### Contact at Amex



Ms. Meriam Villasenor

Tel: +1 (312) 340 2662

Email:

[meriam.e.villasenor@amexgbt.com](mailto:meriam.e.villasenor@amexgbt.com)

### Steps:

- ✓ Register on the [GEF Website](#)
- ✓ Receive an invitation letter
- ✓ Receive a draft itinerary to Maputo
- ✓ Confirm itinerary and name (passport)



---

## Hotel and meeting venue

---



The workshop venue is the **Hotel Avenida in Maputo**. Participants sponsored by the GEF will be staying at the Hotel Avenida, 627 3236 Av. Julius Nyerere, Maputo, Mozambique +258 21 484 400. Self-sponsored participants are welcomed to make their own reservations.

## Transfer from/to Airport - hotel

For funded participants arriving by Air, the Hotel will provide a shuttle service. **Please look out for the GEF ECW/Hotel Avenida**

---

## Perdiem

For GEF funded participants, the hotel will provide breakfast on all days. Full board is provided on all days and a modest per diem will be provided to incidentals. In case of any extra expenses, you will be required to **present original receipts**. Funded participants that require a layover during travel will need to submit original hotel receipts if the lodging was not paid for by the GEF. A per diem for the layover city will be added to your overall per diem.

## Visa

Participants who require a visa to enter Mozambique should apply at the nearest Embassy/Consulate. If there is not 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**. Original receipts must be submitted for reimbursement of any cost related to the obtention of your visa.

## Questions?

### Contact:



**Susan Waithaka**

GEF Country Officer

[swaithaka1@thegef.org](mailto:swaithaka1@thegef.org)



**Robert Schreiber (Ted)**

Country Support & Logistics

[rschreiber@thegef.org](mailto:rschreiber@thegef.org)



**Regine Mpoyi**

Country Support & Logistics

[mpoyi@thegef.org](mailto:mpoyi@thegef.org)