



# Logistics Note

## GEF West Africa Expanded Constituency Workshop (ECW)

*The Cape Hotel, Monrovia Liberia  
February 13-16, 2024*

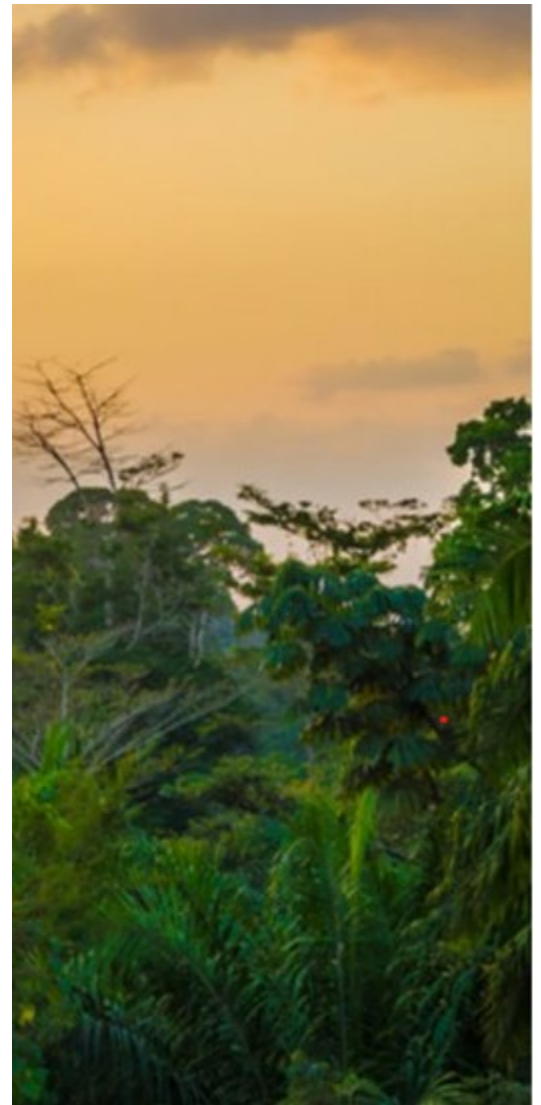
### Flights

Travel will be arranged by the travel agency **BCD Austria**. Once you have registered here: <https://forms.office.com/r/Vfi2UxxJHv> and your registration has been accepted you will be contacted by BCD Austria. The authorized fare is economy.

Plan to arrive no later than Monday February 12. Departure may be in the evening of Friday February 16 or Saturday February 17. Please note that if you wish to arrive earlier or stay later for reasons unrelated to the workshop, any additional costs for airfare will be the responsibility of the participant and must be paid by credit card to BCD Austria.

Your itinerary proposal and 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 BCD Austria 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 BCD Austria

Ms. Uhljar Ildiko

[ILDIKO.UHLJAR@BCDTRAVEL.AT](mailto:ILDIKO.UHLJAR@BCDTRAVEL.AT)

Mr. Paul Henwood

[Paul.Henwood@bcdtravel.co.uk](mailto:Paul.Henwood@bcdtravel.co.uk)

Register here:



<https://forms.office.com/r/Vfi2UxxJHv>

Deadline for Registration

**Monday January 29, 2024**

The GEF Secretariat cannot guarantee providing air tickets to any participant registering or delegating its participation after this date.

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## Hotel and meeting venue

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The workshop venue for this ECW is the [The Cape Hotel](#) in Monrovia, Liberia. Participants sponsored by the GEF will be staying at the Cape hotel. 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. Once landed and your luggage recovered, please look out for the GEF West Africa ECW sign or a Cape Hotel sign.

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## Per diem

For GEF funded participants the hotel will provide breakfast and lunch on all days and a modest per diem will be provided for dinner. 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 Liberia should apply at the nearest Embassy/Consulate. 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:



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