

## GEF EXPANDED CONSTITUENCY WORKSHOP + ADAPTATION WORKSHOP – LOGISTICS NOTE

*Santo Domingo, Dominican Republic – 11-13 & 14-15 March 2024*

### Travel

For participants attending the **ECW and the Adaptation workshop**, you should plan to arrive on Sunday, 10 March. Departure should be on Saturday, 16 March 2024 or the evening on 15 March.

For participants attending **only the ECW**, you should plan to arrive on Sunday, 10 March. Departure should be on Thursday, 14 March 2024 or the evening on 13 March.

Travel will be arranged by BCD Travel in Dominican Republic. Please note that should you wish to arrive earlier or stay later for reasons unrelated to the workshop any additional costs would be the responsibility of the participant and must be paid by credit card to BCD. Please contact AMEX for ticketing.

**NAME: Judith Mendez**

BCD Travel DR Tel: +1 809-562-3000

Email: [judith.mendez@bcdtravel.com.do](mailto:judith.mendez@bcdtravel.com.do)

**In order to expedite travel arrangements, please register online at:** <https://forms.office.com/r/TZwwbZ3Qrg>

*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 passports identity page. This is sufficient so long as it is legible.)*

### Tickets

- Please review the dates and times of travel to ensure that they are correct. 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 (E-tkt) ticket and will email you the e-passenger receipt and final itinerary only after we have 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 once your ticket has been issued.
- Please check your SPAM/Junk mail folder for automated emails from AMEX - They might be your eTickets.

### Visas

Participants who require a visa to enter the Dominican Republic should apply at the nearest Embassy/Consulate. Also, please be sure to confirm all necessary en route visas.

### Airport Transfer

For participants arriving by Air, the GEF Secretariat will provide round trip airport transfer from the hotel to the airport.

## Hotel and Venue

### The Workshop Venue is El Embajador A Royal Hideaway Hotel

Participants sponsored by the GEF will be staying at the **El Embajador**. Participants will be provided with a single room for the duration of the Workshop. The basic room charges, room taxes and daily breakfast will be covered on the GEF master bill. Kindly note: all incidental expenses (telephone and internet charges, laundry/dry cleaning services, room service, beverages/minibar, etc.), will be the participant's responsibility, and must be settled at check out.

#### Contact:

*Berlyn Obispo;*

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Santo Domingo, Dominican Republic

Tel: +1 809 221 2131

Email: [elembajador.ventas3@royalhideaway.com](mailto:elembajador.ventas3@royalhideaway.com)

Website: <https://www.barcelo.com/en-es/el-embajador-a-royal-hideaway-hotel/>

## Materials

All materials will be posted to the GEF Website

<https://www.thegef.org/events/caribbean-expanded-constituency-workshop-and-climate-adaptation-programming-strategy>

## Interpretation

Simultaneous interpretation will be available in Spanish, English and French.

## Per diem & meals

Breakfast is included for all days at the hotel and lunch/coffee breaks are included.

Hotel rooms and airport transfer are paid by the GEF. The cash per diem to be provided via the World Bank office in Santo Domingo and will include a modest per diem in Santo Domingo for meals not included during the meeting as well as Taxi fare (In/Out) in the country of origin on travel days. En route hotel costs, if applicable, will be provided – please note, all receipts for these items must be provided.

## Field Trip

The ECW field trip will take place on Wednesday March 13. Please pack light clothing, comfortable shoes, hats/caps, water bottle and insect repellent.

## For additional questions please contact:

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