

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Apia, Samoa – 15-17 October 2013

Travel

Travel will be arranged by American Express (AMEX). Participants should plan to arrive on Monday, 14 October. Departure should be on Friday 18 October.

GEF Operational and Political Focal Points participating in the Constituency Meeting: Please note that on Monday, 14 October there will be a Constituency Meeting taking place for GEF Focal Points. For further details, please contact Minna Kononen at the GEF Secretariat (mkononen@thegef.org). Participants invited to attend the Constituency meeting will arrive on Sunday 13 October.

CSO Meeting: There will also be a meeting for Civil Society representatives on Monday 14 October. CSO representatives will also arrive on Sunday 13 October. Please contact Fiu Mataese Elisara (fiuelisara51@yahoo.com) for further details regarding the agenda of the CSO meeting.

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 AMEX. Please contact AMEX for ticketing:

Jose A Castellanos

American Express Tel: +1 703.816.0348

Email: Jose.A.Castellanos@aexp.com

If you are a GEF Focal Point or delegate and are attending the Constituency Meeting on Monday 12 October, please indicate so in the appropriate space on the registration form at: http://www.thegef.org/gef/ECW-Pacific_Islands.

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 see that 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 (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 Samoa 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 and we will try and see if it is possible help facilitate visa on arrival. Also, please be sure to confirm all necessary en route visas.

Airport Transfer

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

Hotels and Venue

The Workshop Venue is the Tanoa Tusitala Hotel in Apia

Participants sponsored by the GEF will be staying at either the Tanoa Hotel or the Millenia Hotel. 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.

Tanoa Tusitala Hotel

PO Box 101, Beach Road, Sogi, Apia, Samoa
P : + 685 21122 | F: + 685 23652

www.tanoatusitala.com

Hotel Millenia Samoa (deluxe rooms)

T: (685) 28284, (685) 28286
www.hotelmilleniasamoa.com

Materials

Materials will be in English. Country teams will receive a few paper copies of the materials to share and will receive all materials and presentations in electronic format (USB keys). **The Materials will be posted at www.thegef.org/gef/ECW-Pacific_Islands by 27 September.**

Per diem & meals

Breakfast is included for all days at both hotels. Lunch and coffee breaks are included on October 14 - 17. Hotel rooms and airport transfer are paid by the GEF. A modest *per diem* will be provided to each participant at the ECW. En-route per diem and expenses such as overnight hotel costs will be provided, where applicable according to World bank guidelines. Please note that all receipts must be provided.

For additional questions please contact:

Robert T. Schreiber (Ted)

M: +1 202 458 0288
rschreiber@thegef.org

Margarita Diubanova

GEF External Affairs
mdiubanova@thegef.org