

GEF EXPANDED CONSTITUENCY WORKSHOP – LOGISTICS NOTE

Edgewater Hotel, Avarua, Cook Islands – 7th to 8th October 2015

Registration

In order to expedite travel arrangements and registration, please register online at GEF ECW webpage:
https://www.thegef.org/gef/ECW_Cook-Islands

Travel

Flights: Travel will be arranged by travel agent American Express (AMEX), or by BCD Travel (BCD) and you will be contacted by one of our travel agents. You should plan to arrive on Tuesday 6th October. Departure may be on Friday 9th October. 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 or BCD. For ticketing issues, please contact respectively:

Ms. Frederika Giannakopoulos at AMEX – Email: Frederika.Giannakopoulos@aexp.com, Tel: 1-855-236- 4326
Toll Free; TEL: 1- 602-567-1683 Call from outside USA; or

Sharifah Alhabshi at BCD – Email: sharifah.alhabshi@bcdtravelapac.com

CSO Meeting: On Tuesday 6th October, there will be a GEF Civil Society Meeting taking place exclusively for CSOs. Participants invited to attend the CSO Meeting must arrive on Monday 5th October. For further details, please contact **Ms. Pilar Barrera** at the GEF Secretariat – Email: pbarrera@thegef.org, Tel: (+1) 202-458-9891.

CBD Meeting: On Monday 5th and Tuesday 6th October, there will be a Convention of Biological Diversity (CBD) Meeting taking place exclusively for CBD Focal Points. Participants invited to attend the CBD Meeting must arrive on Sunday 4th October. For further details, please contact **Ms. Minna Kononen** at the GEF Secretariat – Email: mkononen@thegef.org, Tel: (+1) 202-473-9402.

Passport Scan Copy

Please send a scanned copy of your passport's information and photo page to **Mr. Nicolas Marquez** at the GEF Secretariat, nmarquez@thegef.org, and to your travel agent. If Amex to **Ms. Frederika Giannakopoulos** – Email: Frederika.Giannakopoulos@aexp.com or if BCD to **Sharifah Alhabshi** – Email: sharifah.alhabshi@bcdtravelapac.com. 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

- 1) 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!
- 2) Please review the dates and times of travel to check if they are OK. As airline flights can fill up fast, we need a prompt reply from you in order to book optimum routings and times.
- 3) Please make sure that your registration name is exactly as in your passport, because 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.
- 4) The GEF authorizes the most economical round-trip economy fares.
- 5) 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.
- 6) Please print out the E-tkt receipt and carry it with you when you travel.

Visas

Participants who require a visa to enter Cook Islands 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 **Edgewater Hotel, Avarua**. Participants sponsored by the GEF will also be staying at the **Edgewater Hotel, Avarua**. Self-sponsored participants are welcomed to make their own reservations by contacting Donye Numa (donye.numa@edgewater.co.ck).

Edgewater Hotel- Avarua, Cook Islands

Tokerau Tapere, Arorangi District, Cook Islands | Tel: (+682) 25 435

web: www.edgewater.co.ck

Contact: **Donye Numa**, Sales & Marketing Officer | Tel: (+682) 25 435 ext 7016

Email – donye.numa@edgewater.co.ck

Airport Transfer

For participants arriving by Air, the Hotel will provide round-trip transfer (airport-hotel-airport).

Materials

Materials will be in English only. 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

The hotel will provide breakfast on all days. Lunch is included on workshop days, 7th to 8th October, as well as on the 6th September to those participating in the CSO and on the 5th October and 6th October for those participating in the CBD meetings. A modest *per diem* will be provided to those participants selected for funding. *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:

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