



FOREST CARBON PARTNERSHIP FACILITY (FCPF)

Carbon Fund (CF9) Meetings (April 9-11)

Logistics

HOTEL ACCOMMODATION AND MEETING VENUE

The Hotel: Boulevard de Waterloo 38, 1000 Brussels, Belgium. www.thehotel.be.

Reservations: Tel: +32 (0)2 504 37 32 / Fax: +32 (0)2 504 21 11 / email: Justine.BonnetGonnet@thehotel.be

For **FCPF-sponsored participants**, the FMT has already reserved rooms for you at The Hotel, checking in on Tuesday, April 8 and departing on Saturday, April 12, 2014, unless you have notified us of different travel needs. If you are planning to stay additional days for personal reasons, please note that you will have to make your own hotel reservation for any additional days.

For **non-sponsored participants**, The Hotel has set aside 30 rooms at a rate of EUR 185 per night, including breakfast and wifi. If you wish to stay in one of these rooms, please contact The Hotel directly at Justine.BonnetGonnet@thehotel.be. Reservations can also be made directly on the hotel's website at www.thehotel.be.

FLIGHT ARRANGEMENTS FOR FCPF-SPONSORED PARTICIPANTS

For FCPF-sponsored participants, your accommodation at The Hotel will be paid directly by the FMT; therefore you do not need to pay at check-out. However, you will need to cover any incidental expenses (such as room service, phone calls, etc.). Please note that it is standard in Brussels for hotels to request a credit card or cash deposit upon your arrival to cover incidentals; this will be your responsibility.

Flight arrangements will be made by American Express (AMEX), the World Bank's travel agency. You will receive an itinerary from AMEX, in economy fare, restricted and non-refundable. The **AMEX agent will ask you to carefully read and confirm your itinerary** and let them know as soon as possible if there is any mistake or if any change is necessary. After you confirm that your itinerary is okay, AMEX will issue you an electronic ticket. If you have not received an itinerary from AMEX yet, please contact Sanjeeth Thomas at athomas6@worldbank.org and copy fcpfsecretariat@worldbank.org as soon as possible.

NOTE: after the ticket is issued, it cannot be changed or cancelled. Also, tickets need to be issued by March 28, 2014. **In case you prefer to make your own flight arrangements, please let us know as we will need to authorize the cost of your ticket.** In this case, reimbursement will be processed after the meeting to your personal bank account by bank wire transfer and upon submission of your original expense receipts. We cannot make a transfer to your company or organization. Further details on the process will be provided to you if you fall in this category.



FOREST CARBON PARTNERSHIP FACILITY (FCPF)

Carbon Fund (CF9) Meetings (April 9-11)

VISA INFORMATION

The FMT has provided an invitation letter to all those who requested visa assistance via [online registration](#). If you have not received this letter, please let us know as soon as possible.

IN-OUT TRANSPORTATION

The Hotel is 16 minutes away from the Brussels International airport (8.9 mi). Taxis are always available outside the passenger terminal. Taxi receipts from airport to hotel will be refunded by FMT.

PER DIEM

Per Diem and in-out transportation costs for the FCPF funded participants will be reimbursed at the meeting venue, upon submission of original receipts. Please bring your passport or identification document to collect per diem. We will provide per diem (to cover MTV=meals, tips, valet) for 3 days of meeting, and arrival or departure day depending on your itinerary. Please note that breakfast will be provided by the hotel every day and lunch/refreshments will be provided during the meeting, therefore the per diem will be reduced for those days.

WEATHER INFORMATION

The average temperature in Brussels in April is 6 Celsius (48 Fahrenheit). [More here](#)
For additional, useful and practical information about Brussels, please click on the following link:
<http://wikitravel.org/en/Brussels>.

ADDITIONAL HOTELS NEARBY

Steigenberger Grand Hotel , Avenue Louise 71, Sint-Gillis / Sint-Gillis, 1050 Brussels, Ph: (+32) 2 542 42 42
Sofitel Brussels Le Louise Hotel , 40 Avenue de la Toison d Or 1050 Brussels, Ph: (+32) 2 514 22 00
Manotel Hotel , 31 Place de Brouckere, Brussels, 1000, Brussels, Ph: (32) 2 217 23 00
Brussels Marriott Hotel , Rue Auguste Orts 3-7 / Grand Place, Brussels, 1000, Brussels, Ph: (32) 2 516 90 90
Sheraton Brussels Hotel , Place Rogier, 3 Brussels, 1210. Belgium, Ph: (32) 2 224 31 11



FOREST CARBON PARTNERSHIP FACILITY (FCPF)

Carbon Fund (CF9) Meetings (April 9-11)

ELECTRICITY REQUIREMENTS

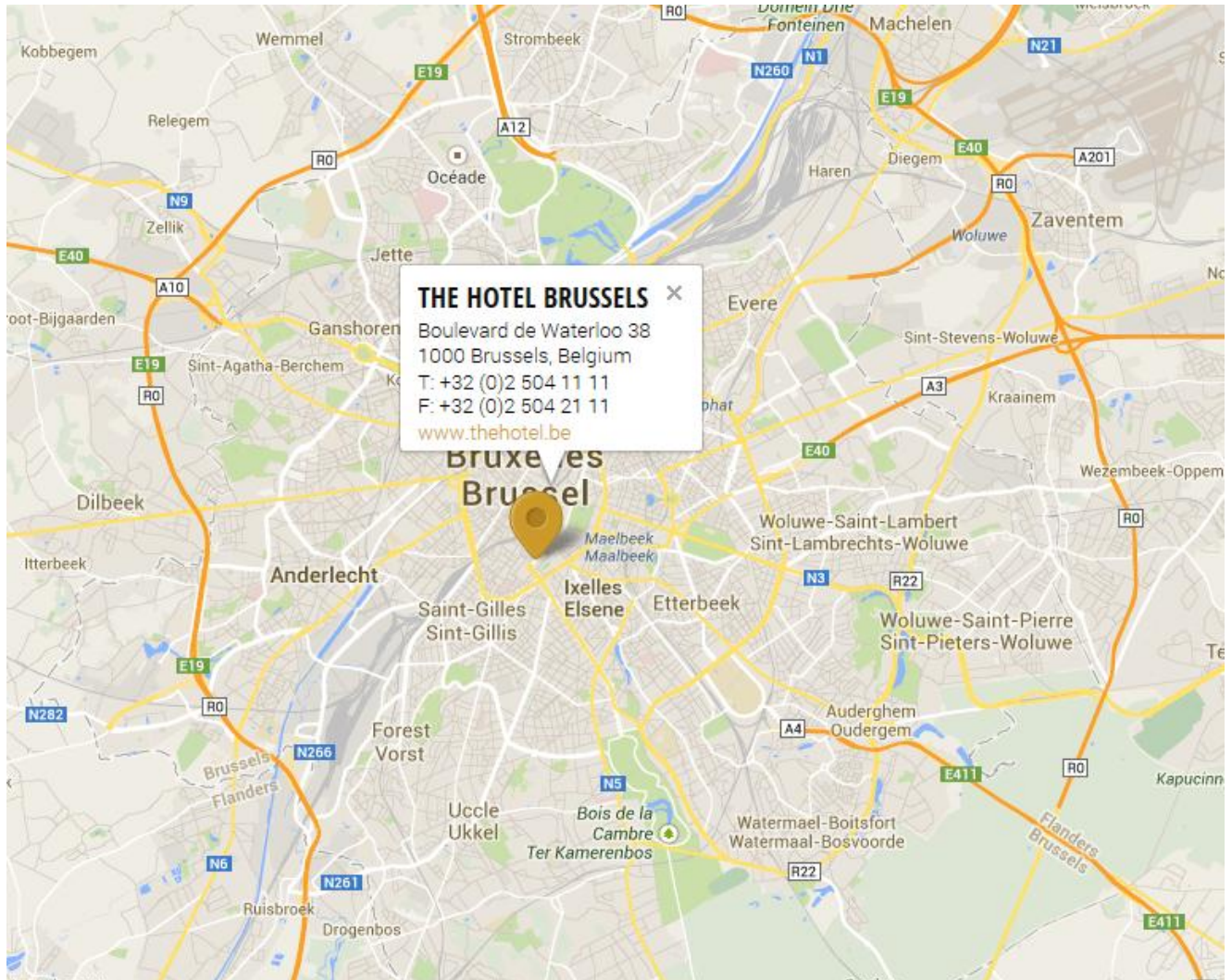
North America Grounded NEMA 5-15	Japan Non-grounded JIS C 8303	Europe German style CEE7/4 Schuko	Europe French style Schuko	Europe/Russia Non-grounded CEE7/16 Europlug	Great Britain Grounded BS-1363	Great Britain "Shaver socket" BS-4573
Australia/China Grounded AS-3112	Italy Grounded CEI 23-16	Switzerland Grounded SEV-1011	Denmark Grounded SRAF 1962/DB	Israel Grounded SI 32 (IS 16A-R)	India Grounded BS-546 "Small"	South Africa Grounded BS-546 "Large"

MAP



FOREST CARBON PARTNERSHIP FACILITY (FCPF)

Carbon Fund (CF9) Meetings (April 9-11)





FOREST CARBON PARTNERSHIP FACILITY (FCPF)

Carbon Fund (CF9) Meetings (April 9-11)

