



## FOREST CARBON PARTNERSHIP FACILITY (FCPF)

### **Participants Assembly (PA6) and Participants Committee (PC17) Meetings (December 11-16)**

#### Logistics

##### **HOTEL ACCOMMODATION AND MEETING VENUE**

**Starling Hotel:** Route François-Peyrot 34, 1218 Grand-Saconnex, Geneva, Switzerland. [www.shgeneva.ch/](http://www.shgeneva.ch/)  
Reservations: Tel: +41 22 747 02 02 - Fax: +41 22 747 03 03 - Email: [reservations@shgeneva.ch](mailto:reservations@shgeneva.ch)

For **FCPF-sponsored participants**, the FMT already reserved rooms at the Starling Hotel checking in on, Tuesday December 10 and departing on Tuesday December 17, unless you notify 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 **non-sponsored participants**, the FMT made a group booking of 30 rooms at the Starling Hotel at a negotiated rate of CHF 250 per night includes breakfast and wifi. Please complete this [reservation form](#) and send it directly to the hotel by fax or email before: Thursday 14th November 2013. Please note that from Friday 15th November 2013, all reservation will be processed on request, upon availability and the best available rate will be proposed.

##### **FLIGHT ARRANGEMENTS FOR FCPF-SPONSORED PARTICIPANTS**

For FCPF-sponsored participants, your accommodation at the Starling 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 Geneva for hotels to request a credit card/or cash deposit upon your arrival to cover incidentals.

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 fine, AMEX will issue you an electronic ticket. If you haven't received an itinerary from AMEX yet, please contact [akarras@worldbank.org](mailto:akarras@worldbank.org) and copy [fcpfsecretariat@worldbank.org](mailto: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 November 15. **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 person 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.

##### **VISA INFORMATION**

FMT had already provided an invitation letter and a visa letter (from SECO) to all those who requested visa assistance via [online registration](#). If you haven't received this letters, please let us know as soon as possible.



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#### IN-OUT TRANSPORTATION

Starling Hotel is 3 minutes away from the airport (3 KM). Hotel provides free shuttle service each 15 minutes from arrival Gate # 4 and taxi receipts from airport to hotel will not 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 5 days of meeting, and your arrival and departure days. Please note that as lunch/refreshments and cocktail reception will be provided during the meeting, therefore the per diem will be reduced for those days.

#### WEATHER INFORMATION

The average temperature in Switzerland in December is 2 Celsius (37 Fahrenheit). [More here](#)  
 For additional, useful and practical information about [Geneva](#), including things to see, what to do, how to get around, or planning short trips, please click on the following link: <http://wikitravel.org/en/Geneva>.

#### ADDITIONAL HOTELS NEARBY

<a href="#">Crowne Plaza Hotel</a> , 75-77 Avenue Louis-Casai , 1216 Genève-Cointrin, Ph: (41-22) 710 30 00
<a href="#">Ibis Budget Hotel</a> (formerly Etap Hotel), 20 Avenue Louis Casai, Genève-Cointrin, Ph: (41-22) 710 4636
<a href="#">Hotel Auteil Manotel</a> , 33 rue de Lausanne, Ph: (41-22) 544 22 22
<a href="#">Hotel Intercontinental</a> , 7-9 chemin de Petit-Saconnex , Ph: (41-22) 919 3939
<a href="#">Hotel Bristol</a> , 10 rue de Mont-Blanc , Ph: (41-22) 716 57 00

#### 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"



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### MAP

