



FOREST CARBON PARTNERSHIP FACILITY (FCPF)

Logistics

HOTEL ACCOMMODATION AND VENUE: The Forest Carbon Partnership Facility's PA7/PC18 meetings will take place at the Ngurdoto Mountain Lodge, Arusha, Tanzania (Off Momela Road, USA River, 7302 Arusha; Tel: +255 (27)254 2217-26 Fax: +255 (27)254 2227-28). It is situated within a 140-acres coffee plantation property, nestled between Mount Meru and Mount Kilimanjaro. (Please note that a separate hotel exists called 'Ngurdoto Lodge').

For FCPF-sponsored participants, the FMT has already reserved rooms at The Ngurdoto Mountain Lodge, checking in on Thursday October 30th and check out on Wednesday November 5th 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. Your accommodation at Ngurdoto Mountain Lodge 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 Arusha for hotels to request a credit card or cash deposit upon your arrival to cover incidentals; this will be your responsibility.

For non-sponsored participants, The Hotel has set aside 70 rooms at a rate of USD 80 per night, including breakfast and wifi. If you wish to stay in one of these rooms, please fill out the registration form attached and send it to them directly. Please note that these 70 rooms are available for first-come-first-serve basis.

TRAVEL ARRANGEMENT: Flight arrangements are already made by American Express (AMEX), the World Bank's travel agency. 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.

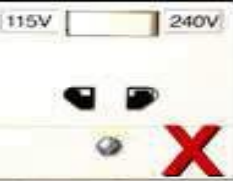
NOTE: Please note that once itineraries are confirmed by the sponsored participant and an e-ticket is issued, any request for changes will be at the participant's own cost. The deadline for registration and completing travel arrangements for sponsored participants is **15 October 2014**. Beyond this deadline, FMT may not be able to guarantee any travel/perdiem/hotel arrangements.

IN-OUT TRANSPORTATION: Taxi fares between Kilimanjaro International airport and the hotel is approximately 40 minutes/US\$ 50 but we highly recommend that we all take group taxis or any possible shuttle service to reduce the costs. The Ngurdoto Mountain Lodge is located between Arusha town and Kilimanjaro International Airport, 27 km from either. Please click on this [link](#) to see a map and directions to the Lodge. The Lodge also offers shuttle service to/from the airport for \$50 each way.

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 all meeting days 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.

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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"

INTERNET ACCESS IN ARUSHA: Access to internet will be available in the Hotel through WiFi. However, we cannot guarantee the speeds and connection and do not expect to be as effective as you are at home or in the office with your emails.

VISA/IMMIGRATION PROCEDURES: The following countries do **not** require an entry visa to Tanzania:
Botswana, Gambia, Ghana, Hong Kong, Kenya, Lesotho, Malawi, Malaysia, Mozambique, Namibia, Swaziland, Uganda, Zambia, Zimbabwe

All countries except those listed above must obtain a visa prior to entry to Tanzania. Visas can be obtained at any Diplomatic or Consulate Mission of the United Republic of Tanzania and are generally issued within one business day. It is advisable to apply for a visa prior to travel wherever possible to avoid any potential inconvenience at the point of entry in Tanzania. For participants who are already registered and do not have a Tanzania Embassy in their country and require visa assistance, the FMT is liaising and coordinating with the Government of Tanzania to facilitate the issuance of a Visa on Arrival (VOA). **FMT have sent names of those who requested visas on arrival to the Tanzanian immigration for approval. Once we receive the approved list we will send it to you immediately.** Please note that the FMT has done its utmost to secure a positive outcome, but we cannot guarantee that the Tanzanian authorities will grant the request.

WEATHER INFORMATION: <http://www.accuweather.com/en/tz/arusha/317029/november-weather/317029>

Arusha lies in the foothills of Mount Meru, Tanzania's second highest mountain. Arusha's elevation, at 1400m means the temperatures remain relatively cool year round and chilly at night. The maximum average temperature in Arusha during the month of November is 26°C (79°F) and during the day and minimum 14°C or (57°F) at night time. Arusha is the starting off point for safaris in Northern Tanzania (Serengeti, Ngorongoro) as well as those attempting to climb Mount Kilimanjaro and Mount Meru.