



FCPF Participants Committee 14th Meeting March 18-22, 2013 Washington DC, USA

MEETING VENUE AND HOTEL ACCOMMODATION:

Washington Plaza, Washington DC, USA

10 Thomas Circle,

N.W. Washington, DC 20005 Phone: 202 408 6146

Email: mgazhette@washingtonplazahotel.com

Web: www.washingtonplaza.com

The Facility Management Team (FMT) has made a group booking at the Washington Plaza Hotel.

For FCPF-sponsored participants, the FMT will reserve rooms checking in on 17 March and departing on 22 March unless you notify us of different travel needs such as field trip, other meetings etc. If you are planning to stay additional days for personal reasons, please note that you will have to make your own hotel reservation. All other participants can reserve your accommodation using the link below and this will automatically give you the discounted price of \$225 per night (you can change the dates by clicking "modify search" button) or by contacting Ms. Monika Ghazette by email mgazhette@washingtonplazahotel.com

FCPF CF6 (March 12-16, 2013)

<http://tinyurl.com/ae6yva3>

FCPF PC14 (March 17-23, 2013)

<http://tinyurl.com/a47dpvh>

Important Notice: Hotel rooms have been secured and paid for by the FCPF FMT for sponsored participants; however, sponsored participants will be responsible for covering any incidental expenses (such as room services, phone calls, etc.).

FLIGHT ARRANGEMENTS FOR FCPF-SPONSORED PARTICIPANTS:

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.

NOTE: After the ticket is issued, it cannot be changed or cancelled. **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 World Bank rules for this process will be provided to you if you fall in this category.

VISA INFORMATION:

For participants who require a US Visa, the World Bank HR Visa services would provide an official letter that you could use for obtaining your Visa. **THE WORLD BANK HR VISA SERVICES CANNOT OBTAIN A VISA FOR YOU AND NO VISAS ARE AVAILABLE ON ARRIVAL. IT IS THEREFORE IMPERATIVE THAT YOU OBTAIN A VISA IN ADVANCE OF TRAVEL IF REQUIRED.**

IN-OUT TRANSPORTATION:

Transportation from and to the airport will be covered by the World Bank for FCPF-sponsored participants. The cost of transportation from Dulles International airport should be no more than \$60 one way and from Reagan International airport it should be no more than \$30 one way.



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PERDIEM:

Perdiem and other transportation costs for the FCPF-funded participants will be paid at the meeting venue, upon submission of original receipts. Please bring your passport or identification document to collect perdiem. We will provide perdiem (to cover MTV=meals, tips, valet) for all meeting days, and your arrival and departure days, depending on your itinerary. Please note that as breakfast, lunch/refreshments and cocktail reception will be provided during the meeting, the perdiem will be reduced for those days.

WEATHER INFORMATION:

<http://www.weather.com/weather/monthly/20433>

DRESS CODE:

Casual

FOR EMERGENCY CASES, PLEASE CONTACT:

Mr. Simon Whitehouse:	Mobile 202 417 4428	Email swhitehouse@worldbank.org
Mr. Ranjith Menon:	Mobile 571 309 8555	Email rranjith@worldbank.org
Ms. Indhu Ramesh:	Mobile 703 475 9511	Email iramesh@worldbank.org

BACKGROUND DOCUMENTS:

Participants are encouraged to familiarize themselves with the meeting background documentation in advance. The DRAFT agenda and current versions of the background documents for the meeting can be downloaded from the website:

<https://www.forestcarbonpartnership.org/node/822>

VISITING Washington DC:

<http://washington.org/>

ELECTRICITY REQUIREMENTS: Voltage: 110-120 Volts

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"