



FOREST CARBON PARTNERSHIP FACILITY (FCPF)

Carbon Fund (CF15) Meeting December 12-15

Logistics

HOTEL ACCOMMODATION: for FCPF funded participants - **Washington Plaza Hotel**, 10 Thomas Circle Northwest, Washington, DC 20005, Telephone: +1 202 842 1300 | +1 800 424 1140; <http://www.washingtonplazahotel.com/>

MEETING VENUE: **Washington Plaza Hotel**, 10 Thomas Circle Northwest, Washington, DC 20005, Telephone: +1 202 842 1300 | +1 800 424 1140; <http://www.washingtonplazahotel.com/>. The hotel located at Thomas Circle, near Massachusetts Avenue, in the heart of Washington DC. Located three blocks from the McPherson Metro (orange/blue line) station.

For FCPF-funded participants, the FMT has already reserved rooms at **Washington Plaza Hotel**, checking in on Sunday, December 11th and checking out on Friday, December 16th, 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 Washington Plaza 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 DC area for hotels to request a credit card or cash deposit upon your arrival to cover incidentals; this will be your responsibility.

TRAVEL ARRANGEMENT: Flight arrangements have been 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 or Marina Kvashnina mkvashnina@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 was **25 November 2016**. Beyond this deadline, FMT may not be able to guarantee any travel/on-site per diem/hotel arrangements.

VISA INFORMATION: The FMT has provided an invitation letter and HR Visa letter to the US Consulate, to all those who requested visa assistance via online registration.

IN-OUT TRANSPORTATION: The Dulles International Airport (IAD) is located about 30 miles (48 kms) from the hotel. The cost of a taxi from Dulles international airport to the hotel is about US\$75 one way. Reagan National Airport (DCA) is located about 5 miles (8 kms) away from the hotel, a taxi from this National Airport costs approximately US\$15 one way. Abroad Taxis (in your country) can be claimed a maximum of US\$35 upon submission of original receipts



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PER DIEM: Per Diem and in-out transportation costs for 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 (USD36 per day to cover your dinner) 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.

WEATHER INFORMATION: <http://www.weather.com/weather/today/l/Washington+DC+USDC0001:1:US>

ELECTRICITY: Electrical sockets (outlets) in the United States usually supply electricity between 110 and 120 volts. The electrical sockets are Type “B” North American NEMA 5-15 standard – please see figure below.

