



FCPF Regional Workshop on Capacity Building for Social Inclusion in REDD+ Readiness

Bogotá, Colombia - December 2-6, 2013

MEETING VENUE AND HOTEL ACCOMMODATION:

Hotel Radisson Royal Bogotá

Calle 113 #7-65, Bogotá, Colombia

Tel: +57-6578757

Website: www.radisson.com/bogota-hotel-co-094861/cobogota

Accommodation reservations will be made at the Hotel Radisson Royal Bogotá from December 1-7, 2013. **All workshop participants, including those living in Bogotá, should plan to stay at the Radisson Royal for the duration of the workshop.** For FCPF-sponsored participants, the FMT will reserve rooms checking in on Sunday, December 1 and departing on Saturday, December 7, 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 reservations; for this you can contact Monica Jaramillo (mjaramillo@hotelesroyal.com). Please note that room availability is on a first-come-first-served basis.

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

FLIGHT ARRANGEMENTS FOR FCPF-SPONSORED PARTICIPANTS:

Flight arrangements will be made by American Express (AMEX), the World Bank's main travel agency. You will receive an itinerary from AMEX, in economy class, restricted. **The travel agent will ask you to carefully read and confirm your itinerary** and let him/her 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.

Please Note: After the ticket is issued, it cannot be changed or cancelled.

VISA INFORMATION:

Participants are advised to start applying for entry visa (where required) as soon as they confirm their participation in the workshop. The official workshop invitation sent to you from the FCPF should be sufficient for visa solicitation purposes.

IN-OUT TRANSPORTATION IN BOGOTÁ:

The hotel is approximately 25 minutes away from El Dorado International Airport. Public taxi is available and the approximate one-way fare is \$24USD. We will reimburse the taxi fare (max US\$50) upon submission of original receipts.

PER DIEM:

For FCPF-sponsored participants, the cost of your travel to and from Bogotá will be covered by the World Bank. 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 for your arrival and departure days, depending on your itinerary. Please note that as breakfast and lunch/refreshments will be provided during the meeting, the per diem will be reduced for those days.

