

# FOREST CARBON PARTNERSHIP FACILITY (FCPF)

## Carbon Fund Working Group 5 and Carbon Fund 8 Meetings (December 5-10)

### Logistics

#### HOTEL ACCOMMODATION

Warwick Hotel, 5 Rue de Berri, 75008 Paris, France, Phone: 33 1 45 63 14 11. The FMT made a group booking of 20 rooms at the Warwick Hotel. All participants can call their reservation office during office hours (08:00-16:00) or send an email to Guillaume Castel: [gcastel@warwickhotels.com](mailto:gcastel@warwickhotels.com), **referring to your World Bank FCPF reservation**. Please note that room availability is on a first-come-first-served basis.

**For FCPF-sponsored participants, the FMT already reserved rooms for your stay in Warwick hotel.** If you are planning to stay additional days for personal reasons, please note that you will have to make your own hotel reservation.

#### MEETING VENUE

The World Bank Paris Office (contact person: Petra Touam/Yumiko Takahashi – 33-1-40 69 30 46)

##### The World Bank

Paris Conference Center  
66, Avenue d'Iéna  
75116 Paris France

Tel : +(33) 1 40 69 30 00  
Fax : +(33) 1 40 69 30 67  
Mail Stop: PALWB

#### FLIGHT ARRANGEMENTS FOR FCPF-SPONSORED PARTICIPANTS

For FCPF-sponsored participants, your accommodation 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 France 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) or [fcpfsecretariat@worldbank.org](mailto:fcpfsecretariat@worldbank.org) as soon as possible.

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 process will be provided to you if you fall in this category.

#### IN-OUT TRANSPORTATION

From the Charles de Gaulle Airport (<http://www.aeroportsdeparis.fr>) the most efficient way, and the one we advise, is to arrive to take the train (RER B) to downtown Paris, which takes about one hour. The one-way fare is approximately 10-15 euros (about USD 14-21). Upon exiting the airport you will see signs for the RERB train. Board the train towards Paris. You will have to connect from the blue to the yellow line at Chatlet Les

Halles station. The next train to board will be towards La Defense. You will finally arrive at George V, where the hotel is approximately a four minute walk from the George V stop. The train map below has the beginning point, connection point and final destination circled in red for your convenience. For more information on travel please see the following link: <http://paris-cdg.worldairportguides.com/shuttles-taxis-trains.php>

### 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 3 days of meeting, and partially for 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

<http://www.weather.com/weather/tenday/Geneva+Switzerland+SZXX0013>

### MAP



