



INFORMATION NOTE

Global Climate Change Alliance Events

Port Vila, Vanuatu

28 February 2011- 4 March 2011

We are very pleased to come back to you with some additional information regarding your participation in the three **Global Climate Change Alliance Events** scheduled to take place in Port Vila, Vanuatu, from 28 February to 4 March 2011. These are:

- Training workshops: 28 February-2 March
- Policy Dialogue: 3 March
- High Level Regional Conference: 4 March

1. FLIGHTS AND RELATED DOCUMENTS

You should have received your e-ticket from our travel agency (BCD Travel Groups). Please do not hesitate to contact us if you have any questions regarding your travel.

All flight boarding passes for travel to the event should be given to the GCCA Support Facility team before the opening of each GCCA meeting. Please make sure you have them ready for the GCCA Support Facility Team can collect them during the registration sessions of each meeting. The boarding passes for your return ticket to your country should be scanned and sent as soon as possible to stephanie.heyman@mwhglobal.com. Thank you for your cooperation in this matter.

2. ACCOMMODATION RELATED TO FLIGHT CONNECTIONS

This paragraph is only applicable to participants who need to stay overnight in another country due to flight connections.

The GCCA Support Facility Team has pre-booked hotel rooms in connecting cities when needed. Your personal booking will be sent to you by email. When you arrive at the hotel you will need to pay for this accommodation. Please make sure you keep the receipt. The full cost of this/these specific stay(s) will be reimbursed in Port Vila during the registration session of each meeting.

Please make sure you print your personal booking(s) before departure as you will need to present this when checking-in at the hotel.

May we draw your attention to the fact that overnight stays related to meetings other than the GCCA events will not be booked nor paid by the GCCA Support Facility Team.

Please note that you'll need to organise and pay for your own transfers to/from your hotel/s.



3. ACCOMMODATION IN PORT VILA

The GCCA Support Facility Team has booked and confirmed hotel rooms according to your flights at Warwick Le Lagon resort and Spa in Port Vila, where all meetings will be held.

Per dia will be paid to you for each night spent at the venue of the event minus the cost of accommodation and meals. The per diem rate for Vanuatu is €210/overnight stay.

The hotel bills for accommodation will be paid by the GCCA Support Facility and deducted from your total per dia amount (the room rate is EUR108/night). The lunches and coffee breaks during the GCCA events will also be deducted (€28/day). For security reasons, the remaining amount will be transferred by Western Union in Port Vila. The codes and information on Western Union points will be given to you at the opening session of the event by the GCCA Support Facility Team. This money is to be used for all other costs related to your stay.

May we draw your attention to the fact that following additional items will be at your own expense and will need to be paid when checking-out: dinners, lunches other than those related to the GCCA events, mini-bar items, late check-out, laundry, taxi and any other personal expenses.

4. ARRIVAL AT PORT VILA AND TRANSFER TO THE HOTEL

On arrival at the airport in Port Vila, all participants will be met by a staff member from the Vanuatu Government. Transport to/from the airport in Port Vila will be organized by the Vanuatu Government in collaboration with the hotel and the GCCA Support Facility Team according to your flight times.

5. VISA

Please make sure that you have obtained the necessary visas for Vanuatu or connecting countries. We suggest that you consult the information given by the travel agent in the emails as this information is not included in your e-ticket.

6. USEFUL LINKS –MEETING AGENDAS

You will be able to find updated information on the GCCA events on the website www.gcca.eu.

7. THE GCCA SUPPORT FACILITY TEAM

Florine Thiéry and Coline Van der Vorst will attend the GCCA events and will be happy to help you with any matter.

For logistical arrangements (other than flight booking), please contact Stéphanie Heymans-Bauwens directly on stephanie.heymans@mwhglobal.com.

Looking forward to meeting you in Vanuatu,

The GCCA Support Facility Team

