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Information and Logistics Note for Participants

UN-REDD PROGRAMME
FOURTEENTH POLICY BOARD
MEETING

20-22 May 2015

Washington, DC, United States

In accordance with the decision of the Policy Board, hard copies of this document will not be printed so as to minimize the environmental impact of the UN-REDD Programme processes and contribute to climate neutrality. The UN-REDD Programme's meeting documents are available on the internet at: www.unredd.net or www.un-redd.org.

VENUE

The 14th Policy Board meeting will be held in Arlington, VA (United States) on **20-22 May 2015** at:

Sheraton Pentagon City Hotel

900 South Orme Street

Arlington, VA 22204

United States

Tel. No. (1-703) 521-1900

The hotel is located two miles from downtown Washington, DC. It offers a complimentary daily shuttle service to and from the [Pentagon City Metro Station](#), which is less than one mile from the hotel. There is also a complimentary daily shuttle service to/from Reagan National airport, which is less than three miles from the hotel.

The hotel offers complimentary internet access in guest rooms.

ACCOMMODATION

The Secretariat has secured a limited number of rooms at the Sheraton Pentagon City Hotel at the negotiated rate of US\$ 170 (taxes excluded), inclusive of breakfast. [To make a reservation, please complete the hotel reservation online]. Please note that the number of rooms being held is limited and these will be designated on a first come, first served basis. By **30 April**, the hotel will release any unbooked rooms that are still available.

SPONSORED PARTICIPANTS' ACCOMMODATION

The UN-REDD Programme Secretariat will reserve and cover the cost of accommodation of sponsored participants for up to four nights from 19 to 22 May.

For sponsored indigenous people and civil society representatives, room reservations will be made and paid for up to five nights from 18 to 22 May.

As in the past, hotel rooming arrangements for sponsored participants are being made in coordination with the Forest Carbon Partnership Facility Facility Management Team (FCPF FMT) to ensure that reservations for participants attending the FCPF PC 19th meeting (17-19 May) will be extended or adjusted as is necessary.

VISA REQUIREMENT

Meeting participants who will need a visa to enter the United States (US) must apply for this online and immediately schedule a visa interview appointment at the US Embassy or Consulate in their country of permanent residence. Please click on this [link](#) for instructions on how to do this from the US Embassy or Consulate where you are a permanent resident and will apply for the visa.

For detailed information on how to apply for an official business (B-1) visa, please follow this [link](#). This webpage provides detailed and important information such as the time needed to wait for an interview appointment, the visa fee, documentation required etc.

Before an interview appointment, please gather the following documents, which you will need to take with you and submit during the interview:

- (i) Passport valid for at least six months beyond your stay in the United States, unless exempt by [country-specific agreements](#);
- (ii) Non-immigrant visa application [form DS-160](#) confirmation page (to be completed and submitted online only)
- (ii) Application fee payment receipt, if you are required to pay for this before the interview.
- (iv) Photo. You will be asked to upload a photo while completing the [online DS-160 form in step \(ii\)](#). Please follow [this link](#) for the photo requirements.

Additional information may be required by the US Embassy or Consulate depending on the country where you are applying from.

Please note that the Government of the United States does not issue visas on arrival at the airport. Your visa application must be completed online well in advance. Please do so **as soon as possible** to allow sufficient time for a visa interview to be scheduled and a visa to subsequently be issued. Kindly note that, for some countries, visas are not issued until several weeks after the interview.

The above visa information had been previously circulated to the Policy Board.

TRAVEL OF UN-REDD SPONSORED PARTICIPANTS

Sponsored participants are entitled to a return air ticket in economy class at the least costly fare and most direct route, in accordance with UN travel rules. Ms Valeria Variano (Valeria.Varano@un-redd.org) is the focal person who will book and process the travel arrangements for funded participants and will be responsible for sending the electronic air ticket by e-mail.

Please note that once itineraries are confirmed by the sponsored traveller and an e-ticket is issued, any request for changes will be at the participant's own cost. Kindly be reminded that, in accordance with UN guidelines on processing time for travel, the deadline for completion of the travel process for sponsored participants is **24 April 2015**. Beyond this deadline, sponsored participants will have to purchase their own ticket - subject to UN travel guidelines - and seek reimbursement after the meeting.

DAILY SUBSISTENCE ALLOWANCE (DSA) FOR SPONSORED PARTICIPANTS

DSA for sponsored participants will be issued at the meeting venue upon presentation of the passport data page and original airline ticket stubs. The reduced DSA is calculated to cover incidental costs, dinner and official travel days, in accordance with UN rules.

Lunch and coffee breaks for **all** participants will be covered and paid for by the Programme Secretariat for the pre-PB information day and the Policy Board meeting (20-22 May). The focal person for DSA issuance onsite during PB14 is Ms Frances Lim (Frances.Lim@un-redd.org).

TRANSPORTATION TO/FROM AIRPORT

The hotel offers complimentary shuttle service daily from 5:00am to 11:15 pm to/from the **Reagan national airport** (DCA). It is less than three miles away from the Sheraton Pentagon City hotel and operates every half an hour. At Reagan national airport, the shuttle can be located at Doors 5, 9 and Terminal A. Taking a taxi from this national airport costs approximately US\$ 10.00 one way.

The **Dulles international airport** (IAD) is located about 25 miles (~40 kms) from the Sheraton Pentagon City Hotel. A shuttle service to this international airport is not provided by the hotel. The cost of a taxi from Dulles international airport to the hotel may cost between US\$ 30-\$40 /one way.

WEATHER

The month of May takes place during Spring time in Washington, D.C. The average temperature during this month is 18°C (64°F).

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.


