

KINSHASA CONFERENCE LOGISTICAL INFORMATION

The IMF is able to cover the travel (economy class airfare ticket) and hotel costs (including per diem and local transportation) for two participants from each country. Any additional participants must be funded by their country authorities. We request that you specify which participants will be covered by the IMF and which by your country authorities in the Registration Form.

In order to provide all necessary logistical information, please fill out the attached Registration Form for each delegate attending, and send it to Ms. Tonia Takyi (ttakyi@imf.org; Fax: +1 202 589 4015) no later than February 1, 2012.

VISAS

Conference participants are advised to check their local embassies for help with visa issuance for travel to the Democratic Republic of Congo.

PER DIEM AND TRANSPORTATION ALLOWANCE

The IMF will reimburse a per diem of 60 USD, and a total of 60 USD per person for the cost of transportation to and from the airport in Kinshasa, if the Fund provided transport is not used. This will be reimbursed for only the **first two participants** as part of the transportation costs and receipts will need to be retained for reimbursement.

TRAVEL

All participants (whether self-pay or financed by the IMF) are required to fill in their flight details on the Registration Form.

Participants whose travel will be paid by the IMF may contact our travel agency, Travelocity Business at imftravel@travelocitybusiness.com or call +1 855-296-8994 to make a reservation. All reservations will include economy class airfare only. Reservations made through Travelocity must be booked no later than February 28, 2012.

CONFERENCE SITE – Grand Hotel Kinshasa

All rooms are single rooms. Hotel accommodation will be reserved by the IMF once we receive your registration forms. Two nights hotel stay will be covered, and a third would be covered for those participants unable to fly out the evening of March 22. The costs for the first two rooms per country delegation will be paid directly by the IMF, but a credit card will be required:

- at check-in to cover incidentals for all participants; and
- at the time of reservation for all participants whose hotel costs are not covered by the IMF.

Participants whose hotel costs are not covered by the IMF **must notify the hotel in advance** to guarantee their booking. When contacting the hotel, let them know that this is for the IMF Conference and that you will receive the IMF preferential rate.

Grand Hotel Kinshasa:

<http://www.grandhotelkinshasa.net/>

Tel: +243.81.555.30.01 / 02 / 03

Tel: +243.81.555.30.10 / 11 / 12 / 19

Tel: +243.89.894.66.61

Fax: +243.81.55.53.005

grandhotelkinshasa@gh.cd

Reservations guaranteed for the nights of March 20 and 21 (and March 22, if there are no return flights in the evening)

Negotiated room rate: USD 220/night, inclusive of taxes and internet

Breakfast not included

CONFERENCE REGISTRATION

Registration will begin the evening of March 20. The registration desk will have participants name tags and a sign-in sheet. The desk will also be open the morning of the conference for those participants unable to attend the welcoming reception.