



Consultative Group on International Agricultural Research (CGIAR)

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Annual General Meeting 2001

**Note on
Administrative Arrangements and
Participant Registration**

Information on administrative arrangements and participant registration for AGM2001 is attached. Requests for hotel reservations are required by Tuesday, September 25.

AGM2001

Administrative Arrangements and Participant Registration

Date, Time and Place of Meeting

The CGIAR Annual General Meeting will be held from Tuesday, October 30, to Thursday, November 1, in the Preston Auditorium, Main Complex (MC) of the World Bank, 1818 H Street, NW, Washington, DC. The meeting will be held in two parts: A Stakeholder Meeting open to all registered participants on October 30 and 31 and a Business Meeting (members, center representatives and invited observers) on November 1. The meetings will begin at 09:00 hours and are expected to adjourn at 18:00 hours on all three days.

Monday, October 29 has been reserved for meetings (CGIAR Committees, donor support groups, etc.) In addition, a revamped CGIAR exhibit will be opened at 18:00 on Monday. November 2 has been reserved for the first meeting of the CGIAR Executive Council. The times and locations of these meetings will be shown on the Schedule of Events, which will be issued by mid-October.

Simultaneous Interpretation

Simultaneous interpretation will be provided in English, French, and Spanish.

AGM 2001 Documents

The CGIAR and TAC Secretariats will issue documents for the meeting by electronic mail prior to AGM2001. In addition to being dispatched by mail, documents will

simultaneously be posted on the CGIAR's web site www.cgiar.org Only a limited number of previously issued agenda documents will be available at AGM2001.

Participants are requested, therefore, to bring their copies with them to the meeting.

Administrative Arrangements

The CGIAR Secretariat is handling administrative arrangements for AGM2001, with the assistance of Congrex USA Inc. A limited number of hotel rooms are being held for participants at the hotels described on pages 2-4, and will be reserved as detailed below. Questions on hotel arrangements should be directed to Mr. Ernie Capbert, Congrex USA Inc., email CGIAR@Congrexusa.com Telephone: (1-202) 466-0000, Fax (1-202) 466-0815.

Participant Registration

For the first time this year, participants will be able to register for the meeting via the Internet. If you wish to register via the Internet, please click the link below:

<http://www.worldbank.org/html/cgiar/publications/agm2001/agm2001.html>

Participants can also register for the meeting by using the attached Registration Form, which should be returned to Congrex USA Inc., via email, fax or at the address shown on the form, **by Tuesday, September 25**. The

DEADLINE for receipt of reservations, Tuesday, September

registration information provided will be used in the preparation of participants' badges, as well as the List of Participants, and for hotel reservations.

Hotel Reservations

Reservation Requests, Confirmations, and Penalties: Congrex USA Inc. will be responsible for processing hotel accommodation requests and sending confirmation letters to participants. Every effort will be made to meet the stated preference of participants. This may not always be possible, however, as requests will be processed in the order in which they are received.

Cancellation of a room reservation after Tuesday, September 25 may incur a penalty of one night's room charge. Similarly, if any other change in the reservation is made, after Tuesday, September 25, the hotel will follow the practice of imposing one night's room charge as a penalty. These charges will be billed to the participant's credit card (see below). Please send written requests for changes and cancellations to Mr. Ernie Capbert at the address indicated on the registration form no later than 48 hours prior to the confirmed date of arrival. Subsequent modification to confirmed dates may not be possible.

The listed hotels will hold their "block bookings" of rooms for AGM2001 participants only until **Tuesday, September 25**. Rooms may not be available in the vicinity of the World Bank, thereafter, because of heavy demand for conveniently located hotel space.

Credit Card Guarantees: Hotels require credit card guarantees against bookings. All payments may be charged to participants' credit cards.

Description of Hotels in which rooms have been reserved:

Club Quarters

(\$115 single/double)

839 17th Street, NW
Washington, DC 20006
Tel: (1-202) 463-6400
Fax: (1-202) 463-6401

Location: At corner of 17th & I Streets, overlooking Farragut Square, 2-3 blocks from World Bank, next to (Blue/Orange Lines) Farragut West Metro stop.

Description: Private Club membership, but rooms made available to World Bank. Rooms have: small refrigerators, coffee pots, microwaves (not all rooms), direct phone lines with data ports, queen beds, showers (no bathtubs). Restaurant in hotel. Limited number of two-bedded rooms (need to be requested in advance). Rooms not recommended for double occupancy due to small size.

Doubletree Guest Suites

(\$124 single/double)

801 New Hampshire Avenue, NW
Washington, DC 20037
Tel: (1-202) 785-2000
Fax: (1-202) 785-9485

Location: Centrally located in Foggy Bottom, about four blocks walking distance of the World Bank.

Description: Each suite has a fully equipped kitchen: refrigerator, range, microwave, coffee maker, toaster and dishwasher, and is

fitted with separate temperature controls, two-line phone and data ports.

Washington, DC 20037
Tel: (1-202) 955-6400
Fax: (1-202) 775-8489

Embassy Square

(\$125 single/\$155 double)

2000 N Street, NW
Washington, DC 20036
Tel: (1-202) 659-9000
Fax: (1-202) 429-9546

Location: 1½ blocks south of Dupont Circle and (Red Line) Metro stop, 5-6 blocks from World Bank.

Description: All standard units have: kitchens (microwaves, refrigerators, stoves, coffee makers); living/dining area with sofa bed; ironing boards/irons, voice mail, I-port (provides fax/computer line separate from phone line). Coin laundry, small fitness room, complimentary breakfast buffet, and small convenience store in lobby area.

Lombardy Hotel

(\$129 single/double)

2019 Pennsylvania Avenue, NW
Washington, DC 20006
Tel: (1-202) 828-2600
Fax: (1-202) 872-0503

Location: Two blocks from World Bank; 2 blocks from (Blue/Orange Lines) Farragut West Metro stop.

Description: Standard rooms have: sink, wet bar, coffee maker, refrigerator and small dining table in alcove. All units have: data ports, two phone lines, voice mail, minibars, bathrobes; hairdryers, room service 7 am-10 pm, Washington Post newspaper delivery. Small restaurant in hotel. Venetian bar lounge.

Melrose Hotel

(\$169 single/\$189 double)

2430 Pennsylvania Avenue, NW

Location: One block west of Washington Circle and 2 blocks from (Blue/Orange Lines) Foggy Bottom Metro stop. Six blocks from World Bank. Within easy walking distance of Georgetown.

Description: All units have: wet bars and coffee makers, ironing boards/irons, hairdryers, voice mail and data ports. Most rooms are kings or two double beds. 24-hour room service. Complimentary fitness center.

River Inn

(\$140 single/\$155 double)

924 25th Street, NW
Washington, DC 20037
Tel: (1-202) 337-7600
Fax: (1-202) 337-6520

Location: Between I and K Streets, 1½ blocks west of (Blue/Orange Lines) Foggy Bottom Metro stop and 2 blocks south of Washington Circle; approximately 7 blocks from World Bank. Within 3-4 block walk of Georgetown.

Description: All standard (Junior) units have: full kitchen (stove, refrigerator, microwave, toaster, coffee maker, and coffee grinder/coffee beans); dining/ living area; voice mail, data ports; ironing board/iron, hairdryer, bathrobes, complimentary Washington Post (except Sundays); queen bed and double-bed sofa, one phone. Foggy Bottom Café in hotel; room service only during restaurant meal hours 7 am - 10 pm weekdays (weekends brunch & dinner). Small fitness center; coin laundry/dryers.

St. Gregory Hotel

(\$151 single/\$171 double)

2033 M Street, NW
Washington, DC 20036
Tel: (1-202) 530-3600
Fax: (1-202) 466-6770

Location: About 12 minutes walking distance to the World Bank. Convenient to three metro stops: Foggy Bottom, Dupont Circle and Farragut North.

Description: Guest rooms have refrigerators, coffee makers, irons/ironing boards and hair dryers. Some units come equipped with fully appointed kitchens. Amenities include dual phones with data ports/high speed internet connection, state-of-the-art Fitness Center on-site with Health Center nearby, in-room dining, complimentary daily newspaper and daily valet laundry service. Donna's Café and Coffee Bar, just off lobby, open seven days a week for breakfast, lunch and dinner.

State Plaza

(\$139 single/\$149 double)

2117 E Street, NW
Washington, DC 20037
Tel: (1-202) 861-8200
Fax: (1-200) 659-8601

Location: Between 21st and 22nd Streets, (across from the U.S. Department of State), approximately 4 blocks from the World Bank complex, and 3 blocks from Foggy Bottom Metro stop.

Description: All suite accommodations with fully equipped kitchens, lighted dressing tables, data ports, voice mail, in-room safes, full ironing boards/irons, hair dryers and complimentary in-room coffee. Nice restaurant with patio dining, complimentary fitness center. Most rooms have queen or two queen beds.

The George Washington University Inn

(\$149 single/\$164 double)

824 New Hampshire Avenue, NW
Washington, DC 20037
Tel: (1-202) 337-6620
Fax: (1-202) 337-2540

Location: Centrally located in Foggy Bottom, about four blocks walking distance from the World Bank.

Description: Each guest room comes with a refrigerator, microwave and coffee maker. Complimentary daily newspaper, express checkout, same-day valet dry cleaning, voice mail, and two-line phones with data ports are provided. A Japanese noodle restaurant is located just off the hotel lobby.

AGM2001 Registration Desk

Registered participants, and late registrants, may obtain their badges, and other material, as follows:

In the reception area of the Preston Auditorium, 1818 H Street NW:

Sunday, October 28	12:00 - 16:00
Monday, October 29 to	08:00 - 16:00
Thursday, November 1	

Notes:

- Participants needing a badge prior to Sunday should make arrangements with the Secretariat in advance;
- Hotel accommodation will not be available through the Registration Desk;
- Incoming messages will be posted only at the Preston Auditorium Registration Desk

Security Requirements

Meeting badges must be displayed within the premises of the World Bank. The meeting badges will be honored by the World Bank

security officers at World Bank entrances to the MC, J and G buildings. Picture identification, in keeping with the Bank's customary practice, will also be required. Participants needing to enter other World Bank buildings will need to be processed as Visitors.

Social Events

Participants are invited to:

- Opening of the CGIAR exhibit, followed by CGIAR Chairman's reception at 18:00 hours on Monday, October 29.
- A reception immediately after the Sir John Crawford Memorial Lecture.

Invitations to these events, confirming time and place, will be issued later.

Spouse & Companion Activities

Mrs. Birgit Andersen has very kindly organized a spouse and companion program. A sign-in sheet is attached for your use. Please note reservations for the spouse and companion program should be faxed or emailed to Mrs. Andersen at the address provided in the sign-in sheet.

Dining Rooms, Cafeterias, and Coffee Shop

Participants are invited to use the World Bank's dining room and cafeterias. On the C1 level of the main complex (MC) there is a buffet/a la carte dining room, several private dining rooms, and a cafeteria. There are also cafeterias in the H, I, and J buildings (see map attached). Only cash payments are accepted in the cafeterias. Dining Rooms accept cash and credit card payments.

Reservations in the dining room are encouraged but not required, and diners without reservations will be seated as space permits. Reservations for private dining rooms should be made well in advance. For advance reservations, contact Mr. Gahl or Mr. Aslan, (1-202) 458-0678 (internal extension 80678) between the hours of 09:00 and 12:00 and 15:00 and 17:00.

Onward Travel Assistance

Participants requiring assistance with their onward travel arrangements may use the services of the World Bank's travel office, which is conveniently located on the C2 level of the Main Complex (MC). Office hours are weekdays from 08:00 to 18:00. A reception counter is located in the entrance foyer of the travel office. Participants on arrival in Washington can use the Bank's travel office telephone reservation service (1-202) 458-4860; (internal extension 84860).

Return Shipments (Courier Service)

To help participants dispatch publications and other documentation, a special arrangement has been made with the World Bank's courier service. AGM2001 participants will be able to take materials to the Bank's courier desk - telephone number (1-202) 458-2127 (internal extension 82127) - in Room B3-100 in the Bank's "J" Building (see map). Packets thus dispatched will benefit from the World Bank's preferential rates, at the sender's expense. Payment of the exact amount must be made by money order, traveler's check, or US\$ check made payable to the World Bank.

Banking Facilities

Numerous automatic teller machines (cash points) and branches of US commercial banks are located in the vicinity of the World Bank. Normal banking hours are from 09:00 to 15:00 Monday through Friday. Please note that banks do not cash

personal checks for customers who do not have accounts at those banks, and that the Bank/Fund Staff Credit Union is for members only.

Visas

Before departure for AGM2001, participants are requested to obtain entry visas for the United States from U.S. diplomatic or consular missions in their home/working countries. The CGIAR Secretariat should be informed as early as possible if additional information is required about an invitation to the meeting, to support a visa application. Lack of a valid visa may cause airlines to deny boarding at the port of embarkation; as well as delays in clearance on arrival, by US immigration authorities.

Health Requirements

The U.S. Health Service advises that no vaccinations are required for travelers to the United States. However, participants coming to the United States from or through areas infected with yellow fever should consult their local authorities to determine requirements en route for vaccinations against this disease.

Insurance

Participants are advised to arrange for their own individual medical, travel and personal effects insurance while attending AGM2001.

CGIAR AGM2001 List of Hotels and Rates

<u>Name of Hotel</u>	<u>Address</u>	<u>Room Rates*</u>
Club Quarters	839 17 th Street, NW Washington, DC 20006 Tel.: (1-202) 463-6400 Fax: (1-202) 463-6401	Single: \$115.00 Double: n/a
Doubletree Guest Suites	801 New Hampshire Avenue, NW Washington, DC 20037 Tel: (1-202) 785-2000 Fax: (1-202) 785-9485	Single: \$124.00 Double: \$124.00
Embassy Square	2000 N Street, NW Washington, DC 20036 Tel.: (1-202) 659-9000 Fax: (1-202) 429-9546	Single: \$125.00 Double: \$155.00
Lombardy Hotel	2019 Pennsylvania Ave., NW Washington, DC 20006 Tel.: (1-202) 828-2600 Fax: (1-202) 872-0503	Single: \$129.00 Double: \$129.00
Melrose Hotel	2430 Pennsylvania Ave., NW Washington, DC 20037 Tel.: (1-202) 955-6400 Fax: (1-202) 775-8489	Single: \$169.00 Double: \$189.00
River Inn	924 25 th Street, NW Washington, DC 20037 Tel.: (1-202) 337-7600 Fax: (1-202) 337-6520	Single: \$140.00 Double: \$155.00
St. Gregory	2033 M Street, NW Washington, DC 20036 Tel: (1-202) 530-3600 Fax: (1-202) 223-0580	Single: \$151.00 Double: \$171.00

State Plaza	2117 E Street, NW Washington, DC 20037 Tel: (1-202) 861-8200 Fax: (1-202) 659-8601	Single \$139.00 Double \$149.00
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The George Washington University Inn	824 New Hampshire Avenue, NW Washington, DC 20037 Tel: (1-202) 337-6620 Fax: (1-202) 298-7499	Single: \$149.00 Double: \$164.00
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*Above rates do not include the District of Columbia hotel tax, currently 14.5%.