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**International Centers Week 2000**  
**October 23 - 27**  
**Washington D.C.**

**Note on**  
**Administrative Arrangements and**  
**Participant Registration**

Information on administrative arrangements and participant registration for ICW2000 is attached. Requests for hotel reservations are required by Thursday, September 28.

## ICW2000

### Administrative Arrangements and Participant Registration

#### *Date, Time and Place of Meeting*

The CGIAR business meeting will be held from October 23 to 27, 2000, in the Preston Auditorium, Main Complex (MC) of the World Bank, 1818 H Street, NW, Washington, D.C. The meeting will begin at 08:30 on Monday, October 23 and is expected to adjourn at 17:30 on Friday, October 27.

The times and locations of the meetings of CGIAR Standing Committees, the Committee of Board Chairs, the Center Directors Committee, and other satellite meetings will be shown on the Schedule of Events, which will be issued in early September.

#### *Simultaneous Interpretation*

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

#### *ICW2000 Documents*

Documents for the meeting will be issued by the CGIAR and TAC Secretariats by mail prior to ICW2000. In addition to being dispatched by mail, documents will simultaneously be posted on the CGIAR's web site <http://www.worldbank.org/html/cgiar/publications/meet1.html>. Only limited number of previously issued agenda documents will be available at ICW2000. Participants are therefore requested to bring their copies with them to the meeting.

#### *Administrative Arrangements*

Administrative arrangements for ICW00 are being handled by the CGIAR Secretariat, 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., Telephone: (1-202) 466-0000, Fax (1-202) 466-0815.

#### *Participant Registration*

The Registration Form (attached) should be completed for each participant and returned to Congrex USA Inc. at the address shown on the form **by Thursday, September 28, 2000**. The 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.

<b><i>DEADLINE for receipt of reservations, Thursday, September 28</i></b>
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**Cancellation of a room reservation after Thursday, September 28 may incur a penalty of one night's room charge. Similarly, if any other change in the reservation is made, after Thursday, September 28, 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 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 booking" of rooms for ICW participants only until **Thursday, September 28**. 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* (\$109 single/double N.A.)  
839 17<sup>th</sup> Street NW  
Washington DC 20006  
Tel: (1-202) 463-6400  
Fax: (1-202) 463-6401

*Location:* At corner of 17<sup>th</sup> & 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, coffeepots, microwaves, direct phone lines with dataports, queen beds, showers (no bathtubs). Restaurant in hotel. Limited number of two-bedded rooms with two beds. Rooms not recommended for double occupancy due to small size.

*Embassy Square* (\$125single/\$155 double)  
2000 N Street NW  
Washington DC 20036  
Tel: (1-202) 659-9000  
Fax: (1-202) 429-9546

*Location:* On N Street, 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; ironing boards/irons, voice mail, I-port (provides fax/computer line separate from phone line). Coin laundry, small fitness room, complimentary breakfast buffet, small convenience store in lobby area.

*Lombardy Hotel* (\$139single/\$159 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, coffeemaker, refrigerator and small dining table in alcove; limited inventory of rooms with stoves, sink, full-size refrigerator. All units have: dataport, 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. No fitness center but \$5 charge for use of one located one block away.

*One Washington Circle* (\$118 single/\$133 double)

One Washington Circle NW  
Washington DC 20037  
Tel: (1-202) 872-1680  
Fax: (1-202) 887-4989

*Location:* Overlooking Washington Circle, 5 blocks from World Bank; 4 blocks from Georgetown.

*Description:* All units have: full kitchens, two telephone lines, voice mail, dataport, ironing boards/irons, hairdryers, small walk-out balconies. Mostly queen-sized beds, very limited inventory of two-bedded rooms. Nice restaurant, West End Café. Coin laundry, complimentary fitness center.

*River Inn* (\$130 single/\$145 double)

924 25<sup>th</sup> Street NW  
Washington DC 20037  
Tel: (1-202) 337-7600  
Fax: (1-202) 337-6520

*Location:* Between I and K Streets, on 25<sup>th</sup> St., 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, toasters, coffeemakers, and coffee grinders/ coffee beans); dining/ living areas; voice mail, dataport; ironing board/irons, hairdryers, bathrobes, complimentary Washington Post (except Sundays); queen beds 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. James Hotel* (\$141 single/double)

950 24<sup>th</sup> Street NW  
Washington DC 20037  
Tel: (1-202) 457-0500  
Fax: (1-202) 659-4492

*Location:* Overlooking Washington Circle and (Blue/Orange Lines) Foggy Bottom Metro stop, 3-4 blocks west of Georgetown, 5 blocks to World Bank.

*Description:* All units are one-bedroom suites and have: full kitchens (including refrigerator, stove, dishwasher, microwave, coffeemakers); sofa/living areas with sofa bed, queen or king beds, ironing boards/irons, hairdryers, voice mail. Complimentary fitness room and continental breakfast daily for all guests.

*State Plaza* (\$139 single/double)

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

*Location:* Between 21<sup>st</sup> and 22<sup>nd</sup> 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, dataport, voice mail, in-room safes, full ironing boards/irons, hair dryers and complementary in-room coffee. Nice restaurant with patio dining, complimentary fitness center. Most rooms are queens or two double beds.

*The Melrose Hotel* (Wyndham\_Bristol)  
 (\$115single/\$135double)

2430 Pennsylvania Avenue NW  
 Washington DC 20037  
 Tel: (1-202) 955-6400  
 Fax: (1-202) 775-8489

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

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

***ICW2000 Registration Desk***

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

In the lobby of the World Bank's J Building, 701 18th Street N.W., i.e. the building in which the CGIAR Secretariat used to be located:

Tuesday, October 17	08:00 - 12:00
Wednesday, October 18	08:00 - 16:00
Thursday, October 19	08:00 – 16:00
Friday, October 20	08:00 – 16:00
Saturday, October 21	08:00 – 15:00

In the reception area of the Preston Auditorium, 1818 H Street N.W.:

Sunday, October 22	14:00 – 17:00
Monday, October 23 to	
Friday, October 27:	08:00 – 17:30

Note:

- Hotel accommodation will not be available through the Registration Desk;
- Incoming messages will be received at the Preston Auditorium Registration Desk.

***Security Requirements***

Meeting badges must be displayed. They will be honored by the World Bank security officers at all World Bank entrances, who will also require *picture identification, in keeping with the Bank's customary practice.*

***Social Events***

Participants are invited to

- Brunch hosted by Center Directors on Sunday, October 22 from 10:00 to 13:00 hours in the Four Seasons Hotel, 2800 Pennsylvania Avenue N.W., Washington D.C.
- CGIAR Chairman's reception at 18:00 hours on Monday, October 23.
- A reception immediately after the Sir John Crawford Memorial Lecture.

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

***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***

To help participants dispatch publications and other documentation, a special arrangement has been made with the World Bank's courier service. ICW participants will be able to take materials to the Bank's courier desk in Room B3-100 in the Bank's "J" Building (see map). Packages 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 cheque, 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 ICW2000, 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  
ICW2000.

## CGIAR ICW00 List of Hotels, Rates and Conditions

<u>Name of Hotel</u>	<u>Address</u>	<u>Room Rates*</u>
Club Quarters	839 17 <sup>th</sup> Street, NW Washington, DC 20006 Tel.: (1-202) 463-6400 Fax: (1-202) 463-6401	Single: \$109.00 Double: n/a
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: \$139.00 Double: \$159.00
One Washington Circle	One Washington Circle, NW Washington, DC 20037 Tel.: (1-202) 872-1680 Fax: (1-202) 887-4989	Single: \$118.00 Double: \$133.00
The River Inn	924 25 <sup>th</sup> Street, NW Washington, DC 20037 Tel.: (1-202) 337-7600 Fax: (1-202) 337-6520	Single: \$130.00 Double: \$145.00
St. James	950 24 <sup>th</sup> Street, NW Washington, DC 20037 Tel.: (1-202) 457-0500 Fax: (1-202) 659-4492	Single: \$141.00 Double: \$141.00
State Plaza	2117 E Street, NW Washington, DC 20037 Tel: (1-202) 861-8200 Fax: (1-202) 659-8601	Single \$139.00 Double \$139.00
The Melrose Hotel (Wyndham Bristol)	2430 Pennsylvania Ave., NW Washington, DC 20037 Tel.: (1-202) 955-6400 Fax: (1-202) 775-8489	Single: \$115.00 Double: \$135.00

\*Rates are exclusive of District of Columbia hotel tax, currently 14.5%.