

ABCD

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International Centers Week 1997
October 27 - 31
Washington D.C.

Administrative Arrangements and Participant Registration

Attached is a document providing information on administrative arrangements and participant registration for ICW97. Participants are asked to register by Friday, October 3, 1997.

ICW97

Administrative Arrangements and Participant Registration

Date, Time and Place of Meeting

International Centers Week (ICW) will be held from October 27 to 31, 1997 in the Preston Auditorium, Main Complex (MC) of the World Bank, 1818 H Street, N.W., Washington D.C. The meeting will begin at 0830 on Monday, October 27 and is expected to adjourn at 1730 on Friday, October 31.

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

Administrative Arrangements

The administrative arrangements for attendance at meetings of the Group are handled jointly by the Bank/Fund Conferences Office (BFCO) and the CGIAR Secretariat. Hotel rooms have been booked for participants at the hotels listed on the attachment and in accordance with arrangements indicated thereon and detailed below. Questions on these arrangements should be directed to Mr. William Grundy, whose communications information appears on the attached Registration Form.

Participant Registration

To facilitate the compilation of the participants' list, the allocation of hotel accommodation, and the preparation of badges, the attached form should be completed by or on behalf of each participant and returned to Mr. Grundy at the address shown on the form **by October 3, 1997.**

Hotel Reservations

Requests for hotel reservations will be processed in order of receipt up to a **cutoff date of October 3.** Reservations will be made on a **guaranteed arrival basis** and for the exact dates requested only. If the room is not occupied as confirmed, or cancelled after October 17, a hotel charge will be incurred against such reservation. Requests for changes and cancellations must be made in writing and sent to Mr. Grundy at the address indicated on the form no later than 48 hours prior to the confirmed date of arrival or October 17, whichever is earlier. Subsequent modifications to the confirmed dates may not be possible. It is suggested that participants who are interested in alternative accommodation or who require a booking after October 17, contact the

hotels directly or make their reservations through travel agencies.

Registration Desk, and Security

Registration of delegates will be 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 is located:

Wednesday, October 22	0800 - 1600
Thursday, October 23	0800 - 1600
Friday, October 24	0800 - 1600
Saturday, October 25	0800 - 1500
Sunday, October 26	1400 - 1700

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

Monday, October 27 to	
Friday, October 31:	0800 - 1730

Meeting badges must be displayed. They will be honoured by the World Bank security officers at all World Bank entrances.

Documents

Documents for the meeting will be issued by the CGIAR and TAC Secretariats by mail prior to ICW. A limited number of previously issued agenda documents will be available at ICW. Participants are requested to bring their copies with them to the meeting.

Simultaneous Interpretation

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

Social Events

Participants are invited to a brunch hosted by Center Directors on Sunday, October 26 from 1000 to 1300 hours in the Four Seasons Hotel, 2800 Pennsylvania Avenue N.W., Washington D.C.

Participants are also invited to a reception by the Chairman of the CGIAR at 1800 hours on Monday, October 27.

Invitations to the above events clarifying time and place will be issued later.

Dining Rooms, Cafeterias, and Coffee Shop

Participants are invited to use the World Bank's dining rooms and cafeterias. On the C1 level of the main complex there are two dining rooms (buffet and à la carte) and a cafeteria. There are also cafeterias in the H, I, and J Buildings. The dining rooms may be used by participants on a cash basis. Reservations in the dining rooms are encouraged but not required, and diners without reservations are welcome as space permits. For advance reservations, contact the dining room of choice between the hours of 0900 and 12 noon and 1500 and 1700 as follows:

MC Dining Room Mr.Gahl,

(Buffet)	Extension 80678
MC Dining Room	Mr. Aslan
(A la carte)	Extension 81896
I Dining Room	Mr. Gahl
	Extension 80687

Onward Travel Assistance

Participants requiring assistance with their onward travel arrangements are invited to visit the World Bank's travel office which is conveniently located on the C2 level. Office hours are weekdays from 0800 to 1800. A reception counter is located in the entrance foyer of the travel office. Participants are also invited to avail themselves of the telephone reservation service of the Banks travel office, 458-4860 (extension 84860).

Return Shipments

Attachments

- *List of Hotels in which rooms are being held for ICW participants*
- *Participant Registration Form*

To help participants with the dispatch of shipments of material such as publications and other documentation, a special arrangement has been made with the World Bank's courier service. ICW participants will be able to take material to the Bank's courier desk at JB3-100. Shipments thus dispatched will benefit from the World Bank's preferential rates and will be at the sender's expense. Payment of the *exact amount* must be made by cash, or US\$ cheque, travelers' cheque, or money order (purchased at banks, post offices and liquor stores) and 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 0900 to 1500 Monday through Friday. Please note that banks do not cash personal cheques for customers who do not have accounts at those banks, and that the Bank/Fund Credit Union is for members only.

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Hotels for Participants

A limited number of rooms at rates indicated are being held in the following hotels:

<i>Hotel Name</i>	<i>Hotel Rates*</i>
DOUBLETREE 2500 Pennsylvania Avenue NW Washington D.C. 30037 Tel: (1-202) 333-8060 Fax: (1-202) 338-3818	US\$115 Single US\$130 Double
GEORGE WASHINGTON UNIVERSITY INN 824 New Hampshire Avenue NW Washington D.C. 20037 Tel: (1-202) 337-6620 Fax: (1-202) 298-7499	US\$108 Single/Double US\$113 Single/Double US\$118 Single/Double
LOMBARDY 2019 Eye Street NW Washington D.C. 20006 Tel: (1-202) 828-2600 Fax: (1-202) 872-0503	US\$ 99 Single/Double US\$ 109 Suite
WYNDHAM BRISTOL 2430 Pennsylvania Avenue NW Washington D.C. 20037 Tel: (1-202) 955-6400 Fax: (1-202) 775-8489	US\$105 Single US\$115 Double

*** Daily rates do not include D.C. Hotel Tax (13%) and Occupancy Tax (US\$1.50 per unit/per day).
Room reservations made directly with hotels will not benefit from the special rates mentioned above**

NOTE: Requests for hotel reservations will be processed in order of receipt up to a **cutoff date of October 3**. Reservations will be made on a **guaranteed arrival basis** and for the exact dates requested only. If the room is not occupied as confirmed, or cancelled after October 17, a hotel charge will be incurred against such reservation. Requests for changes and cancellations must be made in writing and sent to Mr. Grundy at the address indicated on the form no later than 48 hours prior to the confirmed date of arrival or October 17, whichever comes first. Subsequent modifications to the confirmed dates may not be possible. Participants who are interested in alternative accommodation or who require a booking after October 17, are requested to contact the hotels directly or make their reservations through travel agencies.