



## Twelfth Global Forum on Migration and Development (GFMD) Summit Meeting

20-24 January 2020, Quito, Ecuador

### LOGISTICS NOTE FOR PARTICIPANTS

#### OVERVIEW

The Twelfth Global Forum on Migration and Development (GFMD) will be held in Quito, Ecuador from 20-24 January 2020 under the [theme](#) “Sustainable approaches to human mobility: Upholding rights, strengthening state agency, and advancing development through partnerships and collective action”.

The GFMD is the largest voluntary, informal and non-binding government-led multi-stakeholder platform for dialogue and cooperation in the field of migration and development. It has supported and aligned its agenda with emerging global processes, notably the 2030 Agenda for Sustainable Development and the Global Compact for Migration.

For the first time in the history of the GFMD, all GFMD stakeholders – Governments, international organizations, civil society, business and local authorities – will meet in the same venue during the official program of the Twelfth GFMD Summit.

The Quito GFMD Summit’s official inaugural ceremony will take place on Tuesday, 21 January. It will be followed by parallel, separate but interrelated meetings of the governments, the [civil society](#), the [private sector](#) and the [local authorities](#) on Wednesday, 22 January. A bigger ‘Common Space’ will provide all stakeholders the opportunity to mingle, share ideas and create partnerships in an open setting on Thursday, 23 January.

Additionally, this year the Platform for Partnerships (PfP) sessions will be further developed as a multi-stakeholder interface for tangible collaboration on migration and development through the interactive ‘Marketplace’.

Following the closing of the official Summit program, the GFMD Chair is providing a space for a voluntary dialogue on the Global Compact for Migration (GCM) on 24 January for all interested States and partners to discuss and share experiences on the implementation of the GCM.

In addition, the second edition of the Youth Forum will organize its activities in the margins of the GFMD on 19-20 January.

A comprehensive overview of the various activities during the Twelfth GFMD Summit can be found in the [provisional programme](#).

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## I. DATE AND VENUE

The Twelfth Global Forum on Migration and Development (GFMD) Summit Meeting will be held on 20-24 January 2020 at **Centro de Convenciones Metropolitano de Quito** located at Parque Bicentenario in Quito, Ecuador.



**Address:**

Av. Amazonas y Rio Curaray. Parque Bicentenario. 170104 Quito – Ecuador

**Website:** <https://ccmq.ec/>

**Telephone:** (+593) (2) 98 458 5995

**Google Maps:** <https://goo.gl/maps/iB5EJcmSKdG9UA3r9>

## II. FACILITIES AND AMENITIES

### CONVENTION CENTER

The **Centro de Convenciones Metropolitano de Quito** was completed only in 2018, under the administration of the Mayor of Quito. Thanks to the generosity of Mayor Jorge Yunda, the center has been made available free of charge for the GFMD Summit Meeting. It has a capacity to accommodate more than 13,000 people in its 16,400 m2 area. It has two showrooms, one auditorium, and multiple meeting rooms. The Convention Center has been awarded two international certifications that include the LEED green building certification, making it the first public building with sustainable, healthy and cost-saving features. Also, with the GUDC accesability certification, the main conference is wheelchair accessible.

## WIFI CONNECTIVITY

WiFi Connectivity will be available in the entire conference area. There will be complimentary mobile and laptop charging stations.

## LANGUAGES

Simultaneous interpretation services for designated activities will be made available in English, French and Spanish. To avail of interpretation headphones, delegates may be asked to present an official photo ID or passport.

In the interest of promoting more interactive discussions, some sessions may be organized according to languages (English, French or Spanish). In such cases, there will be no simultaneous interpretation except when the outcomes of these smaller sessions are reported back in plenary.

## PRINTING

For environmental reasons, the Twelfth GFMD Summit is a **paperless** meeting. Please take note that no printing or copying facilities will be made available in the conference building. All meeting related documents will be made available on the GFMD website: [www.gfmd.org](http://www.gfmd.org) and via the Mobile App ([Android](#) | [iOS](#)).

All delegates are requested to bring their own electronic devices, such as smartphones, tablets or laptops and to download the GFMD Mobile App (free of charge) onto their devices **before** the conference. They may, if desired, bring their own hard copies of the background papers and other program related documents.

In order to facilitate distribution of presentations during the meeting, participants are requested to e-mail electronic copies of their presentations to the organizers at least two days before the scheduled presentation via ([support.unit@gfmd.org](mailto:support.unit@gfmd.org)).

## MEALS

There will be a catering service available from Tuesday 21<sup>st</sup> to Thursday 23<sup>rd</sup> located at [Centro Bicentenario](#). This service is available at a 5 minute walking distance from the Summit's venue at the same Parque Bicentenario.

Additionally, a cafeteria will serve light snacks, hot and cold beverages which can be purchased throughout the whole event.

## BILATERAL MEETINGS

There will be limited space for bilateral or private meeting rooms. Interested States and Organizations are advised to contact Ms. Fernanda Andrade in order to reserve the slots, on a first-come first-serve basis. The delegations who need a room for a bilateral meeting need to confirm their counterpart and the subject of the meeting, this in order to assure that the subject is related to the GFMD agenda. The time frame for bilateral meetings is Tuesday 21<sup>st</sup> to Thursday 23<sup>rd</sup>, from 09h00 to 17h00.

In order to schedule a bilateral meeting, please send an email to: [randrade@cancilleria.gob.ec](mailto:randrade@cancilleria.gob.ec) or call to +593 998003833

### III. DELEGATION SIZE

There will be no restriction on the delegation size of governments and organizations comprising the [Friends of the Forum](#), provided that each delegate has registered according to established modalities (see below) and duly coordinated by their respective focal points.

Please note, however, that separate modalities apply for the participation of representatives from the civil society, business and mayors and local authorities.

All delegations are required to register online. The registration deadline has been extended until 29 November 2019.

### IV. SECURITY

The entire venue will be a secured area. Only those with an accreditation badge can access the premises of the conference venue. Every person will be checked at the entrance of the Centro de Convenciones Metropolitano de Quito. Designated entry points for the different GFMD mechanisms will be in place, to be communicated at a later stage.

Participants are requested to arrive at the venue by 14h00 (2:00 in the afternoon) for the official inaugural ceremony on 21 January.

- i. For special overflight and landing permits

If delegations would like special permits for entry to the country, they must anticipate their arrival by contacting their closest Diplomatic representation.

### V. REGISTRATION

All Twelfth GFMD Summit delegates are required to register online in order to obtain their accreditation badges that will allow entry to the Summit venue and participation in all official Summit and related activities.

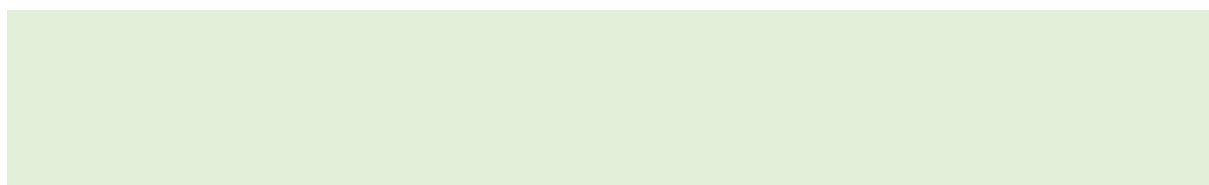
In view of the paperless nature of the Twelfth GFMD Summit, the principal mode for registering delegates is via the [online registration system](#). It allows GFMD focal points (FPs) as well as non-FP delegation members to register for the Summit Meeting, and to update the personal details of registered delegates (e.g., hotel accommodation, flight details, session participation, etc.).

The online [registration platform](#) will be open until 29 November. It contains several sections – registration, agenda, logistical information, side events, conference documents, media accreditation and contacts.

In case the online registration process is not feasible, delegates are requested to contact the GFMD Support Unit via email: [registration2019@gfmd.org](mailto:registration2019@gfmd.org).

### NOTE VERBALE REQUIRED TO CONFIRM DELEGATION

To ensure that registrations are duly coordinated internally (i.e., within the government or organization concerned), a mandatory Note Verbale from the participating government or organization is required, to be sent to the GFMD Support Unit by email ([registration2019@gfmd.org](mailto:registration2019@gfmd.org)) or fax (Tel: +4122 788 49 48).



To consolidate all registrations from each government / organization, a **Note Verbale from the Permanent Mission in Geneva** (or New York for those without PM in Geneva) must be submitted to [registration2019@gfmd.org](mailto:registration2019@gfmd.org), specifying **all members of the official delegation** and clearly **identifying the Head of Delegation**.

For any question or assistance concerning registration to the Twelfth GFMD Summit, please write to [registration2019@gfmd.org](mailto:registration2019@gfmd.org).

## VI. DISTRIBUTION OF BADGES

As of Monday 20 January, delegates will be able to pick up their badges at a designated GFMD hotel and/or the Convention center. In all cases, badges will be issued only upon presentation of valid, official ID/passport by the delegate or by a duly authorized representative.

## VII. FINANCIAL ASSISTANCE

To promote broad and balanced participation from all regions of the world, limited financial resources may be extended to selected GFMD delegates, subject to availability of funds and according to the usual modalities, namely:

### Tier 1:

One (1) government delegate from each Least Developed Country (LDC) and Other Low-income Countries (OLIC), as classified under the OECD Development Assistance Cooperation [\(DAC\) list](#)

The financial assistance to the LDC and OLIC delegates may cover the following:

- A most direct and cost-efficient economy return air ticket;
- Hotel accommodation based on actual travel itinerary; and
- The amount will be determined and announced by the Chair in due course.

### Tier 2:

In addition, the Chair may consider funding the participation of one (1) government delegate from some of the low-income developing countries in the OECD DAC list, depending on the availability of funds. Priority will be given to those who have a special role in the Summit activities (e.g., Roundtable Co-Chair, Rapporteur, etc.)

The financial assistance to delegates from low-income developing countries may cover the following:

- A most direct and cost-efficient economy class return air ticket; and
- Hotel accommodation based on actual travel itinerary.

### **How to apply for Financial Assistance:**

**Please submit the following documents via email to [support.unit@gfmd.org](mailto:support.unit@gfmd.org) or via Fax + 4122 788 4948:**

- An official written, i.e., Note Verbale from the Permanent Mission in Geneva (or New York if there is no PM in Geneva), indicating the nominee of the government's funded delegate; and
- A copy of the participant's passport.

**Requests must be submitted no later than 15 November 2019**

Information about air ticket, flight itinerary, assigned hotels and per diems will be communicated by the GFMD Support Unit to approved funded delegates in due course. Should you have any questions concerning the administration of financial assistance, please contact the GFMD Support Unit via [support.unit@gfmd.org](mailto:support.unit@gfmd.org).

## **VIII. ACCOMMODATION**

### **SPONSORED DELEGATES**

Funded delegates will receive their assigned hotels via a separate communication at a later stage, together with other practical reminders.

### **NON-SPONSORED DELEGATES**

Non-sponsored delegates are responsible for booking and paying for their own accommodation and all related costs during their stay. For the list of available hotel rooms *with preferential rates* that have been negotiated by the host government, please see **Annex B**. Please note that these rates are valid only until the indicated **option date(s)** by the GFMD designated hotels. Each hotel reserves the right to increase the rate(s) beyond the option date(s) indicated in Annex B.

## **IX. TRANSPORT**

Transportation services (from the International Airport Mariscal Sucre in Quito, Ecuador to and from the designated GFMD hotels), **will not be covered**.

Transportation arrangements **will be made** to bring participants to and from the designated hotels **to the meeting venue**. The transportation schedule will be disseminated in due course. Outside of this schedule, the GFMD cannot provide any other transportation service. Please note, too, that taxi fares will not be reimbursed by the GFMD.

## **X. WELCOME DESK**

A welcome desk will be set up at the airport (20-21 January), at designated GFMD hotels (20-21 January), and at the **Centro de Convenciones Metropolitano** (20 to 24 January) to assist GFMD

delegations with any information about the Twelfth Summit Meeting or about tourism in Ecuador.

## **XI. ENTRY TO ECUADOR AND VISA REGULATIONS**

Foreign nationals who are not required to present a visa before arrival, can enter the country without the need of a tourist visa for stays no longer than 90 days in a 12 month period. The only requirement is to hold a passport with validity of more than 6 months.

In order to find out if a visa is required for Ecuador, please click [here](#)

## **XII. GENERAL INFORMATION ON ECUADOR**

### **ECUADOR**

The Republic of Ecuador is a country in northwestern South America with a population of over 16,385,068 (2016 estimate). Its diverse landscape encompasses the Amazon jungle, the Andean highlands and the wildlife-rich Galápagos Islands. It is governed as a democratic presidential republic.

### **RELIGION AND LANGUAGE**

Spanish is the official language and is spoken by a majority of the population, though Amerindian languages are also recognized, including Quichua and Shuar. When it comes to religion, the Ecuadorian society is relatively homogeneous, with Christianity being the primary religion. Roman Catholicism is the main Christian denomination in the country. However, affiliation with Protestant churches is increasing.

### **QUITO**

Quito is located at the heart of Ecuador. As the capital city with an altitude of 2,850m, it lies over an ancient Incan city that stood upon the highlands, and it was also one of the first Spanish colonial cities in South America. In 1978, it became the first city to be named Cultural Heritage of Humanity by UNESCO because of its old town centre, which is considered as one of the largest and best preserved colonial towns in America.

### **HIGHLIGHTS**

- [Old Town Centre](#)
- [La Basílica del Voto Nacional](#)
- [La Mitad del Mundo](#)
- [Teleferico Cablecars](#)

### **OTHER HIGHLIGHTS OUTSIDE OF QUITO**

- [Galapagos Islands](#)
- [Amazon rainforest](#)
- [Volcanos Route](#)
- [Otavalo indigeneous market](#)



## **MONEY**

Ecuador's official currency is the US dollar. You may find indicative exchange rates at <https://www.xe.com/currency/usd-us-dollar>.

Currency exchange services are available at the airport, hotel receptions (for smaller amounts in USD) and currency exchange offices (casa de cambio) that are mainly located at Quito center La Mariscal area: Global Exchange; Inter Euro; Money Exchange, etc.

The majority of commercial establishments accept the following credit cards: Visa, Mastercard, and Diners Club.

## **BANKING HOURS**

Most banks only open from 9:00 AM until 16:00 PM Monday to Friday.

- Banco Pichincha
- Banco del Pacífico
- Banco Guayaquil
- Produbanco

## **WEATHER**

The weather of Ecuador varies by region, due to differences in elevation (2,850m in Quito) and, to a certain degree, proximity to the equator. The weather in Quito is consistent with that of a subtropical highland climate. The city has barely any cool air since it is close to the equator. January is in the summer in Quito and is typically the 4th warmest month of the year. Daytime maximum temperatures average around a cool 21°C (69°F), whilst at night 3°C (37°F) is normal.

## **APPAREL**

During the morning, it is typically very sunny, but the afternoon and night could get very cold; hence, it is convenient to use long pants and a sweater. It is recommended to always carry an umbrella or a rain jacket.

## **SECURITY**

Ecuador has made significant progress in promoting citizen safety from certain crimes. Nonetheless, delegates are advised to follow some security measures. To avoid being a victim of robbery or pick-pocketing, avoid carrying any valuable things or hailing taxis on the street. Instead, it is highly recommended to use a service affiliated with the delegate's hotel which are the safest taxi options.

## **DIAL CODE AND PHONE CALLS**

The international dial for Ecuador is +593. To call Quito, dial the international code (593) + 2.

There are three mobile networks in Ecuador: Claro, Movistar, and CNT. All three operators offer 2G, 3G and 4G prepaid SIM cards which can be bought from shops, supermarkets, kiosks, pharmacies, official stores, and at the airport. To add credit, there are several prepaid SIM card machines around towns and cities, and vouchers are stocked in shops and supermarkets.

## **ELECTRICITY**

Ecuador uses 110 volt, 60 cycle electricity, same as the whole American continent. Plugs are typically the two pronged flat type.

## MEDICAL SERVICES IN ECUADOR

### Allergies and medical conditions

In order to prepare first-aid services provided by the Ministry of Health at the venue and in the designated GFMD hotels, we would invite you to inform us of any food allergies or relevant medical conditions, by email to [support.unit@gfmd.org](mailto:support.unit@gfmd.org) and [gfmd-ecuador@cancilleria.gob.ec](mailto:gfmd-ecuador@cancilleria.gob.ec) with the title “GFMD Summit: Allergies and medical conditions”.

### Common medical illnesses

Due to the location of Quito at 2800m in altitude , delegates may experience lack of oxygen, difficulty of breathing, tachycardia, dizziness, and headaches.

To counteract these effects, some home remedies are recommended such as sugared treats, drinking water and resting in lower altitude places.

If these effects persist, delegates must contact the closest first aid services that will be provided at the venue or contact the emergency numbers below.

### Private hospitals

- Hospital Metropolitano de Quito  
Av. Mariana de Jesús s/n, Quito 170129(+593)(2) ) 399-8000
- AXXIS Integral Medical Center  
N39-158 (260 Av. Vozandes and Av. America, 170104 (+593)(2) 382-4440
- Hospital Vozandes  
Villalengua Oe2-37 and Av. 10 de Agosto  
(+593)(2) 3971000  
toll free: 1700 700 700
- Clínica Internacional  
Av. América N32-82 and Atahualpa  
(+593)(2) - 2521140
- Hospital de los Valles  
Av. Interoceánica Km 12.5 and Av. Florencia 1800 VALLES (+593)(2) 2977 900

To access the services in the hospitals mentioned in the Logistics Note, an international medical insurance card must be presented. If not available, direct and full payment of medical services will be required.

### Yellow fever vaccination:

Delegates travelling from specific countries with active yellow fever outbreaks must be vaccinated at least 10 days before traveling to Quito, and must present an international vaccination card for yellow fever (CIV) upon entry. These concerned delegates will be contacted directly by the GFMD Support Unit. Additionally, delegates who plan on travelling to the Ecuadorian Amazonian region must also be vaccinated

## **IMPORTANT NUMBERS**

**Emergencies 911**

**Red Cross 131**

**Police 101**

**Firefighters 102**

**Information 104**

**International Airport Mariscal Sucre:** (+593)(2) 395-4200

**Ministry of Foreign Affairs:** (+593)(2) 299 3200

### **XIII. QUESTIONS/ASSISTANCE:**

This logistics note covers initial information. Further details and updates will be provided at a later stage via official GFMD communications and on the website [www.gfmd.org](http://www.gfmd.org).

For questions or any other assistance, please contact:

#### **GFMD Support Unit**

**Tel:** +4122 788 49 46 / +4122 788 49 47

**Fax:** +4122 788 49 48

**Email:** [support.unit@gfmd.org](mailto:support.unit@gfmd.org)

#### **Ministry of Foreign Affairs of Ecuador**

Ms. Myriam Lilibeth Romero Salazar

**Tel:** (+593)(2) 2993200 extension: 13252

**Email:** [mromero@cancilleria.gob.ec](mailto:mromero@cancilleria.gob.ec)

#### **Ministry of Foreign Affairs of Ecuador/ GFMD Task Force**

Ms. Daniela León

**Tel:** (+593)(2) 2993200 extension: 13256

**Email:** [t-dleon@cancilleria.gob.ec](mailto:t-dleon@cancilleria.gob.ec)

#### **Ministry of Foreign Affairs of Ecuador/ GFMD Task Force**

Ms. Milena Vucinic

**Tel:** (+593)(2) 2993200 extension: 13255

**Email:** [t-mvucinic@cancilleria.gob.ec](mailto:t-mvucinic@cancilleria.gob.ec)

## Annex A – Location Map

You will find on this [link](#) the interactive map showing the location of strategic points, places of interest and hotels used by GFMD Delegates for the 2019 Summit in Ecuador.

You will find below the indicative distance and travel time from the conference venue to the top 10 designated hotels.

	Indicative distances from conference venue (Centro de Convenciones Metropolitano de Quito)	Indicative travel time (by car)
Key Points		
<b>International Airport Mariscal Sucre in Quito, Ecuador</b>	36 km	45 minutes
Designated Hotels		
<a href="#">Hotel JW Marriot</a>	6,7km	20 minutes - rush hour: additional 20 minutes
<a href="#">Swissotel</a>	8,3km	20 minutes - rush hour: additional 20 minutes
<a href="#">HOTEL HILTON COLON</a>	8km	30 minutes - rush hour: additional 20 minutes
<a href="#">Hotel Le Parc</a>	5,4km	15 minutes - rush hour: additional 20 minutes
<a href="#">SHERATON</a>	5km	15 minutes - rush hour: additional 20 minutes
<a href="#">NH COLLECTION</a>	8,3km	20 minutes - rush hour: additional 20 minutes
<a href="#">Wyndham Garden</a>	7,3km	30 minutes - rush hour: additional 20 minutes
<a href="#">Mercure Hotel Alameda</a>	8km	30minutes - rush hour: additional 20 minutes
<a href="#">Hotel IBIS</a>	6,8km	20 minutes - rush hour: additional 20 minutes
<a href="#">Holiday Inn Express</a>	6,9km	20minutes - rush hour: additional 20 minutes

**Hotels’ List in Ecuador**

	Hotels	Category (STARS)	Booking details	Price in USD (With taxes)			Deadline to avail of the preferential rate
				Single	Double	Suite Junior	
1	<a href="#">Hotel JW Marriot</a>	5 stars	Darwin Paez <a href="mailto:darwin.paez@marriot.com">darwin.paez@marriot.com</a>	\$161,35	\$161.35		15 December
2	<a href="#">Swissotel</a>	5 stars	Felipe Poveda <a href="mailto:fepoveda@swissuio.com">fepoveda@swissuio.com</a> , Wendy Huailas <a href="mailto:wehuailas@swissuio.com">wehuailas@swissuio.com</a>	\$161,35	\$185,75	\$246,75	
3	<a href="#">HOTEL HILTON COLON</a>	5 stars	Valeria Cano <a href="mailto:Valeria.cano@hiltoncolon.com">Valeria.cano@hiltoncolon.com</a> , Alexandra Martínez <a href="mailto:alexanda.martinez@hiltoncolon.com">alexanda.martinez@hiltoncolon.com</a>		\$140 King deluxe		
4	<a href="#">Hotel Le Parc</a>	5 stars	<a href="mailto:reservas@leparc.com.ec">reservas@leparc.com.ec</a>	\$161,12	\$187,76	\$197,72	
5	<a href="#">SHERATON</a>	5 stars	Valeria Cordova <a href="mailto:valeria.cordova@sheratonquito.com">valeria.cordova@sheratonquito.com</a> , <a href="mailto:grupos@sheratonquito.com">grupos@sheratonquito.com</a> , <a href="mailto:reservas@sheratonquito.com">reservas@sheratonquito.com</a> .	\$161,63	\$284,85	\$321,45	
6	<a href="#">NH COLLECTION</a>	4 stars	Verónica Cadena <a href="mailto:vs.cadena@nh-hotels.com">vs.cadena@nh-hotels.com</a>	\$126,75	\$142,17	\$163,35	
7	<a href="#">Wyndham Garden</a>	4 stars	Andrea Torres <a href="mailto:ventas2@wyndhamgardenquito.com">ventas2@wyndhamgardenquito.com</a> <a href="mailto:reservas@wyndhamgardenquito.com">reservas@wyndhamgardenquito.com</a>	\$100,78	\$114,66	\$321,45	
8	<a href="#">Mercure Hotel Alameda</a>	5 stars	Daniela Tirado <a href="mailto:gerente_ventas@mercurequito.com.ec">gerente_ventas@mercurequito.com.ec</a>	\$124.75	\$136.95	-----	
9	<a href="#">Hotel IBIS</a>	3 stars	Daniela Salazar Viteri Ventas <a href="mailto:ventas.quito@accor.com">ventas.quito@accor.com</a>  Julia Caicedo Reservas <a href="mailto:reservaciones.quito@accor.com">reservaciones.quito@accor.com</a>	\$67,20	\$78,40	\$78,40	
10	<a href="#">Holiday Inn Express</a>	3 stars	Danilo Llerena <a href="mailto:ventas2@hiequito.com.ec">ventas2@hiequito.com.ec</a> Michelle Votruba <a href="mailto:reservas@hiequito.com.ec">reservas@hiequito.com.ec</a>	\$105,20	\$105,20	\$146,61	
11	<a href="#">Best Western CPLaza Hotel</a>	5 stars	Aurora Bravo <a href="mailto:reservas@bwplazaquito.ec">reservas@bwplazaquito.ec</a>	\$106.45	\$105.60 breakfast included		

\*There is a broader list of hotels published on the [GFMD webpage](#) that are accessible for participants but for which the GFMD Support Unit is not organizing transportation.