



CLIMATE INVESTMENT FUNDS  
 1818 H Street NW  
 Washington, D.C. 20433 USA  
 T: +1 (202) 458-1801  
 www.cif.org

**Logistics Note**  
**CIF Trust Fund Committee Meetings**  
**Monday, February 24, 2025 – Friday, February 28, 2025**

**1. Venue and Rooms:**

**Location:** World Bank HQ, MC Building | Preston Auditorium

**Access to the MC Building:** Through the Main Entrance on 1818 H Street NW, Washington, D.C., 20433.

**Venue for the Consultations:** Separate rooms and connection details have been set up for each consultation.

**Venue for the TFC Meetings:** Preston Auditorium.

**Venue for the Welcome Reception:** MC Front Lobby (Lobby level).

**2. Schedule of Events and Details for Virtual Participation**

The meetings will take place in Washington D.C., with both in-person and virtual participation options (via Zoom).

Below are the connection and logistics details for each meeting:

Date	Meeting and Time
<b>Monday, February 24, 2025</b>	<b>Part II: Onboarding Session for New CIF TFC Members</b> 8:00 am – 10:00 am
	<b>Pre-Meeting Consultations:</b> - Contributor Country Members: 10:30 am
	- Recipient Country Member: 12:30 pm
	- Observers: 1:30 pm
	- MDBs and Members: 3:00 pm
<b>Tuesday, February 25, 2025</b>	<b>Joint Meeting of the CTF and SCF Trust Fund Committees</b> 8:30 am – 6:00 pm  <b>Welcome Reception</b> 6:00 pm – 8:00 pm

Date	Meeting and Time
<p>Wednesday, February 26 –</p> <p>Thursday, February 27, 2025</p>	<p><b>Meeting of the CTF Trust Fund Committee:</b></p> <p>Day 1: 9:00 am – 3:30 pm</p> <p>Day 2: 8:30 am – 10:15 am</p>
<p>Thursday, February 27 –</p> <p>Friday, February 28, 2025</p>	<p><b>Meeting of the SCF Trust Fund Committee</b></p> <p>Day 1: 11:00 am – 4:00 pm</p> <p>Day 2: 8:30 am – 12:15 pm</p>

## 2.1 Virtual Participation Instructions

- Interpretation services (English/French/Spanish) will be provided through the Zoom application during the meetings.
- To access the interpretation feature, please make sure that you are accessing Zoom from the application on your laptop and not through the web browser. A link to download the Zoom application is (insert link here)
- The close captioning feature on zoom will be enabled during the meetings.
- Throughout the meeting, kindly have your mic on mute unless you are speaking.
- If you are connecting to Zoom through your phone (Android/IOS), you will need to use the latest version of the Zoom application.
- Connect to the meeting 10 minutes before it starts to resolve any IT/connection issues you may encounter before it begins. Kindly send your cellphone number to [cif\\_governance\\_team@worldbankgroup.org](mailto:cif_governance_team@worldbankgroup.org), so that we can connect you directly if needed.

## 2.2 Virtual Interaction with the Room During the Meetings

- Participants using the Zoom Application, can send messages through the “Chat” icon to inform the CIF Secretariat that they would like to speak.
- Participants can also send either text or “WhatsApp” messages to notify the CIF Secretariat that they would like to speak.

## 3. Pre-Registration

In order to track expected attendance and quorum, all participants (in-person and virtual) **must register online** using the registration links provided for each meeting. These links have been shared via email with all members, observers and MDB colleagues.

Kindly note that the information collected in these forms will be used for the records of the CIF Trust Fund Committee Meetings. By clicking the registration link provided, you are consenting to your information being managed as per the [World Bank Group Data Privacy Policy](#).

## 4. On-Site Registration

**Dates:** Monday, February 24 – Friday, February 28, 2025.

**Starting time:** 30 minutes prior to the beginning of each meeting.

**Location:** Main lobby of the MC Building (located on 1818 H Street NW, Washington, D.C., 20433)

## 5. Building Passes / Security Clearance

Participants **must** present a valid photo Identification card or passport to clear security and obtain badges. Please make sure you bring your ID to the meetings.

## 6. Visa Requirements

To determine if you need a Visa to enter the United States, please see the US Department of State Website for Visas at: <http://www.usembassy.gov>.

A transit visa may be required when connecting/transiting through certain countries. Please review your flight itinerary to ensure that the transit visas needed have been obtained.

***Please note that each participant will be responsible to follow the required process in their home countries to process and obtain a US Visa.***

Although no longer a requirement, please always carry your Covid-19 vaccine cards in case the U.S. customs agent requests it upon your arrival to the country. The [CDC website](https://www.cdc.gov) is a good source of formal reference.

## 7. Hotel Information

Rooms have been reserved for all CIF-sponsored participants at the [Hotel Lombardy](#), located at 2019 Pennsylvania Ave N.W. Washington, D.C. You can reach them at Tel: +1-202-828-2600.

Other hotels located close to the World Bank Buildings (within walking distance) are listed below:

<a href="#">State Plaza Hotel</a> 2117 E Street, NW, Washington, DC 20037. Tel: (202) 861-8200.	<a href="#">Club Quarters Washington</a> 839 17th Street N.W. Washington, DC 20006 Tel: (202) 463-6400	<a href="#">Hotel AKA Washington Circle</a> 1 Washington Circle, N.W. Washington, DC 20037 Tel: (202) 872-1680
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Note: this is a very busy period for hotel accommodation. Therefore, we recommend that you make your hotel reservation as soon as possible.

## 8. Food and Hospitality Provided at the Meetings

Daily breakfast and lunch buffets, including vegetarian options, along with a coffee and tea service, will be provided every day for meeting participants. Additionally, many hotels in the area also offer a complimentary breakfast with their room rates.

A cocktail-style reception will be offered to all participants on Tuesday, February 25, at 6:00 pm. Participants are also welcome to purchase their own food during the lunch break if they prefer.

## 9. Medical Insurance

The World Bank Group does not provide health insurance to visitors, seminar participants, or presenters. Any traveler without international medical insurance, particularly those entering the USA, should be aware of the high cost of medical care in the country, and should also be advised that the World Bank Group will not be responsible for their medical expenses.

Individuals should review their insurance needs prior to travel. Travelers without insurance should purchase, at a minimum, travel medical coverage for urgent care. These policies may have exclusions and limitations, such as pre-existing health conditions and pregnancy.

### 10. Transportation from the airport

It takes approximately 40 minutes to reach downtown from the Dulles International Airport (IAD), and about 15-20 minutes from the Ronald Reagan Washington National Airport (DCA). Both airports are accessible via public transportation (metro). Other options of transportation include taxi (taxi stations are available in every airport) and car-sharing services like Uber or Lyft.

### 11. Dress Code / Weather

The dress code is business casual. Please plan to bring comfortable walking shoes and a heavy coat for winter weather. You can check the local weather conditions on this [website](#).

### 12. CIF Contacts

CIF Governance Team: [CIF Governance Team@worldbankgroup.org](mailto:CIF_Governance_Team@worldbankgroup.org)

CIF Events: [cif\\_events@worldbank.org](mailto:cif_events@worldbank.org)

### 1. Map of the World Bank MC Building

