

# 7<sup>th</sup> CGIAR System Council Meeting Logistics Information



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Hosted by the Bill & Melinda Gates Foundation, Seattle, USA  
15-16 November 2018

## **The Bill & Melinda Gates Foundation**

Conference Center

500 Fifth Avenue North

Seattle, WA 9810, USA.

Phone number: +1 (206) 709-3100

Web site: <https://www.gatesfoundation.org/>

*Document version: 12 November – Last update on rooms and times of the overview of events during the week.*

If you have any questions or require assistance whilst attending the meeting or the side events, please contact Ms. Victoria Pezzi: +33 6 30 83 73 37 - [v.pezzi@cgiar.org](mailto:v.pezzi@cgiar.org)



# 7<sup>th</sup> CGIAR System Council Meeting

## Logistics Information

Dear System Council Members, Delegated Members, Active Observers and Invited Guests,

We are pleased to invite you to the forthcoming seventh meeting of the CGIAR System Council. The information in this document is designed to support your attendance at the meeting and your visit to Seattle.

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## 1. Overview of events during the week

Date	Time	Event	Participants	Location
Monday 12 November	9:00 – 18:00	<b>SIMEC Meeting</b> Separate agenda is available for participants	SIMEC Members	BMGF Headquarters <i>Lake Washington/Union meeting room</i>
Tuesday 13 November	9:00 – 18:00	<b>ISPC Foresight Meeting</b> <a href="#">Draft agenda and further information available on the dedicated website</a>	All SC7 participants	<b>University of Washington, Seattle</b> Participants will be picked up by van from their hotels: The Maxwell Hotel - 8:20 am Four Points Sheraton - 8:30 am
Wednesday 14 November	9:00 – 12:00	<b>CGIAR System Reference Group Meeting (CSRG)</b>	All CSRG members	BMGF Headquarters <i>Green Lake meeting room</i>
	12:30 – 17:00	<b>EIARD Meeting – including working lunch</b>	As determined by EIARD	BMGF Headquarters <i>Portage meeting room</i>
	13:30 - 14:30	<b>CGIAR &amp; MDBs - Partnering for Greater Impact</b>	Invited guests	BMGF Headquarters <i>Elliot Bay room</i>
	15:00 – 16:00	<b>Meeting of the SC Developing Country Constituencies</b>	<b>SC Developing Country Constituencies</b>	BMGF Headquarters <i>Elliot Bay room</i>
	16:00 – 17:30	<b>Side Meetings and networking time</b>	SC7 participants	BMGF Headquarters <i>Conference Center</i>
	17:30 – 19:00	<b>Briefing: Crops to End Hunger Initiative</b>	Open invitation to all SC7 participants	BMGF Headquarters <i>Green Lake meeting room</i>
Thursday 15 November	9:00 – 17:30	<b>SC7 – Day 1</b>	SC7 participants	BMGF Headquarters <i>Lake Washington/Union meeting room</i>
	17:30 – 18:00	<b>Optional tour of the Bill &amp; Melinda Gates Foundation Discovery Center</b>	Open invitation to all SC7 participants	BMGF Discovery Center
	18:00 – 20:00	<b>SC7 Reception</b>	SC7 participants and invited guests	BMGF Discovery Center
Friday 16 November	9:15 – 18:00	<b>SC7 – Day 2</b>	SC7 participants	BMGF Headquarters <i>Lake Washington/Union meeting room</i>

## 2. Pre-Meeting Support and Arrangements

### 2.1. Meeting materials and pre-meeting Calls

Meeting materials will be available before the meeting on the CGIAR website at the following dedicated page for the meeting: <https://www.cgiar.org/meeting-document/7th-cgiar-system-council-meeting/>

If interested in pre-meeting calls to assist with discussion of the meeting documents and key issues, Council members are invited to contact [systemcouncil@cgiar.org](mailto:systemcouncil@cgiar.org)

### 2.2. Visa arrangements

As already indicated in the preliminary logistics message sent on 21 August 2018, a foreign national traveling to the United States needs a visa unless qualifying for entry under the Visa Waiver Program ([check if you qualify here](#)).

- i) **If you require a visa to enter the United States of America** and, as of today, you still need necessary documentation to assist with your application, please let us know **urgently** by sending an email to [systemcouncil@cgiar.org](mailto:systemcouncil@cgiar.org), as soon as possible.
- ii) **If you qualify for the Visa Waiver Program** please don't forget to complete your ESTA application, [via this link](#), before travelling and ideally at least two weeks before your trip.

### 2.3. Accommodation

As advised in the preliminary logistics notice shared on 21 August 2018, participants are responsible for making their own booking direct with an available hotel unless your participation is being funded by the CGIAR System Organization (in which case you will be accommodated at the Four Points by Sheraton Hotel).

#### **1. The Maxwell Hotel – Information only** (*No more rooms available as part of the block booking*).

Located 550m from the meeting venue (7 minutes' walk)

\$145 per person, per room for a single room, including wi-fi and amenity fee, excluding tax and breakfast (a 15\$ breakfast voucher will be proposed in the confirmation email).

*Group code: 181110CGIA*

If your booking at The Maxwell Hotel needs changes, please contact the hotel at: [reservations@staypineapple.com](mailto:reservations@staypineapple.com)

**2. Four Points by Sheraton Hotel – Information only (No more rooms available as part of the block booking).**

Located 500m from the meeting venue (7 minutes' walk)

\$129 per person, per room for a single standard room, including breakfast and wi-fi, excluding tax.

If your booking at the Four Points by Sheraton Hotel needs changes, please contact the hotel at: [events@fourpointsseattle.com](mailto:events@fourpointsseattle.com)

If you missed the deadline to book your hotel as part of the block bookings and need help with your accommodation arrangements, please contact Victoria at: [v.pezzi@cgiar.org](mailto:v.pezzi@cgiar.org)

#### 2.4. Pre-registration

In order to help us with the organization of the different events taking place that same week, we kindly ask you to register to the events via this link, as soon as possible: [https://cgiarsystemorganization.formstack.com/forms/registration\\_7th\\_system\\_council\\_meeting](https://cgiarsystemorganization.formstack.com/forms/registration_7th_system_council_meeting)

## 3. Arrival and Transportation

### 3.1. Arrival

We strongly recommend that you travel with a printed copy of your ESTA if you can apply for the Visa Waiver Program, or your invitation letters from the System Organization and the Bill & Melinda Gates Foundation if you are travelling with a visa. You may be requested to show these to US authorities.

### 3.2. Loss/delay of luggage

In case of any baggage loss or delay, please complete the required formalities at the airport and upon arrival send the documentation to Victoria: [v.pezzi@cgiar.org](mailto:v.pezzi@cgiar.org)

You are, however, advised to travel with a change of clothing in your hand luggage which will be useful should you lose or experience delays in obtaining your luggage. Additionally, at the point of boarding your connecting flight, kindly request the respective airline staff to confirm that your luggage, as indicated in the boarding pass, is indeed loaded onto the aircraft.

### 3.3. How to get from the airport to the city center

The Seattle Tacoma International Airport, also known as “Sea-Tac” is located 19 kilometers (12 miles) south of Seattle.

- **By taxi**
  - 24/7 taxi services are located at the Ground Transportation Center (travel time to the city center: about 30 minutes). Fares range between USD 40 and 55 during the day.
- **By Uber**
  - If you are an Uber user, don't hesitate to use it for transportation from the airport to the hotel. It can be comparatively cheaper (as long as not during rush hour traffic)
- **By bus**
  - Shuttle Express operates a scheduled shuttle service between the international airport and both hotels. Price is USD 19 per person. Schedule your pick-up and see more information here: <https://shuttleexpress.com/seattle/airport/scheduled-hotel-service-to-seatac/>
- **By train**
  - The Central Link ([www.soundtransit.org](http://www.soundtransit.org)) train service connects the international airport with Seattle's city center in about 40 minutes. Price for a one-way ticket is USD 2 to 2.75, depending on final destination. The closest train stop to the hotels is "Westlake Center Railway Station" and it is located around 2km from the hotels.

**Airport website:** [www.portseattle.org/About/Contact/Pages/Contact-the-Port.aspx](http://www.portseattle.org/About/Contact/Pages/Contact-the-Port.aspx)

## 4. Meeting Venue

The meeting will take place at the Conference Center of the Bill & Melinda Gates Foundation Headquarters. Signage and persons to show the way will both be available.

### **Bill & Melinda Gates Foundation**

Conference Center  
500 Fifth Avenue North  
Seattle, WA 98109, USA  
Phone: +1 (206) 709-3100

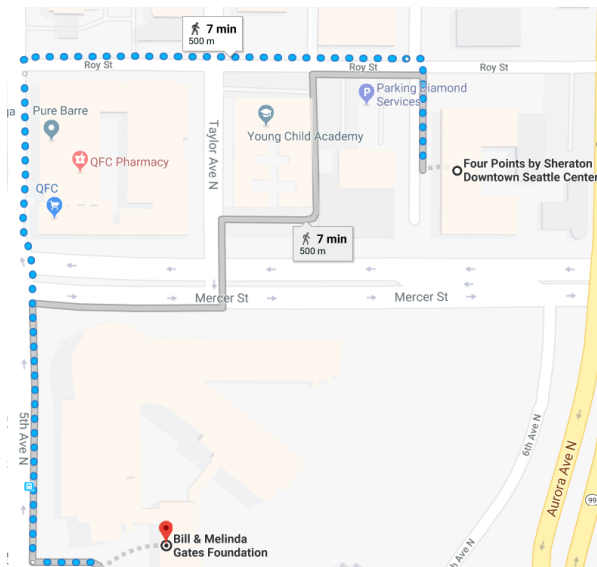
Note: some ongoing renovations will be taking place in the lobby and conference center during this time. We thank you in advance for your understanding.

### 5.1. How to get from the hotel to meeting venue

The Bill & Melinda Gates Foundation is a few minutes walking distance from the two hotel options provided:

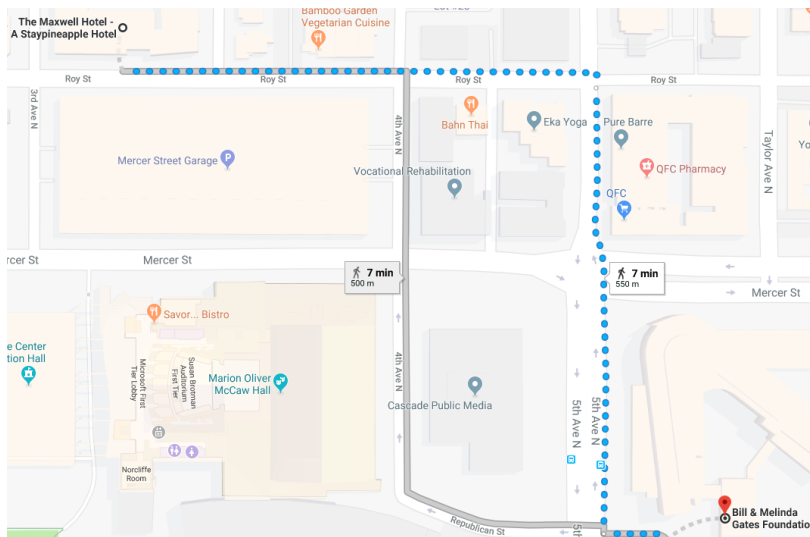
#### From Four Points Sheraton

The Four Points by Sheraton Hotel is located only 500m away from the Bill & Melinda Gates Foundation, within 7 minutes' walk. See map on the next page:



### From The Maxwell Hotel

The Maxwell Hotel is located 550m away from the Bill & Melinda Gates Foundation, within 7 minutes' walk. See map below:



### 5.2. Access to the Conference Center

To access the Conference Center of the Bill & Melinda Gates Foundation, please enter the Foundation's main entrance at 5th Avenue North. Turn left before the reception desk and follow signage leading you toward the entrance to the conference center down the hallway.

### 5.3. Registration at arrival

In order to collect your badge and confirm your arrival, a staff member of the System Management Office will be ready to welcome you on **Monday 12, Wednesday 14 and**

**Thursday 15 November at the entrance of the Conference Center**, half an hour before each meeting starts (see overview of events on page 2).

**Please carry your passport and other official national ID with photo identification for registration purposes.**

#### 5.4. Access to Internet

Wireless internet is available in the Conference Center.

**Network name:** Visitor-BMGF

**No password is needed** – but you will need to agree with the statement about accessing public Wi-Fi by checking the box.

## 5. System Council Reception - Thursday 15 November at 18:30

All SC7 Participants are invited to an Evening Reception that will take place at the **Bill & Melinda Gates Foundation Discovery Center on Thursday 15 November 2018 at 18:30.**

The Discovery Center is located next door to the Foundation and is a part of the Bill & Melinda Gates Foundation campus and building structure. Participants will need to exit the Foundation and walk toward 5th Avenue North and turn left to enter the Discovery Center. Signage and persons to show the way will both be available.

## 6. Additional dining options

Seattle hosts a variety of cuisines indicative of its abundant natural resources and diverse cultures. The Foundation sits at the intersection of three distinct neighborhoods: Belltown, Queen Anne, and South Lake Union. Each host an abundance of trendy bars, gastro-pubs, and Pacific Northwest institution, Tom Douglas. We recommend that you use your favorite meal app or go with what is nearby. Some options are highlighted below for ease of reference.

### **To note:**

- Breakfast is included in the Four Points by Sheraton Hotel negotiated rate; Breakfast is at extra cost for those staying at The Maxwell hotel
- On Thursday 15 and Friday 16 November, lunch and coffee breaks are provided as part of the meeting
- A Reception on Thursday 15 November will be held as part of the meeting
- For those attending other side meetings please refer to each specific agenda to check what catering is included in those meetings.

**For any other dining needs**, please see some options on the next page:



- **Citizen Coffee**  
706 Taylor Ave. N - Seattle  
<http://www.citizencoffee.com/>
- **Crow Restaurant**  
Lower Queen Anne  
823 5th Ave. N. - Seattle  
<http://www.eatcrow.com/>
- **Bamboo Garden (vegetarian)**  
364 Roy Street - Seattle  
<http://www.bamboo-garden.co/>

### 6.1. Passport required to buy alcohol in Seattle

Please note that selling alcohol to a minor (under 21 years of age) in Washington State is considered a gross misdemeanor. Therefore, your passport will be required when buying alcohol, even when having dinner at a restaurant. Please make sure you carry your passport with you to avoid any issues.

### 6.2. Tipping

In Seattle, as in the rest of the United States, a service charge is not included in the bill and tips form a major portion of income for staff. Prices on restaurant menus are indicated before taxes and tips. You are therefore expected to leave a tip. Sales tax in Seattle is 10.1 percent – generally the sales tax is doubled/rounded up accordingly for tipping. Leaving no tip at all means that you are very dissatisfied with the service.

## 5. Printing Boarding Pass or other transport documentation

As you prepare for your departure, if you need to print your boarding pass, please send it to Victoria at [v.pezzi@cgiar.org](mailto:v.pezzi@cgiar.org)

## 6. General Information

### 6.1. Currency and withdrawal

The currency in the United States of America is the US Dollar (USD). ATM (cashpoint machines) are widely available throughout the city and at the Airport.

### 6.2. Electricity

Electricity in the USA is 110v. The power sockets are of type A and B. Check out the following pictures.



Type A: This socket has no alternative plugs

Type B: This socket also works with plug A

- Type A: mainly used in North and Central America, China and Japan. This socket only works with plug A.
- Type B: like type A but with an extra prong for grounding. This socket also works with plug A.

### 6.3. Weather

In November, temperatures in Seattle range between 6°C (43°F) and 12°C (54°F), and rarely drop below 0°C (32°F). You will likely encounter some rain and cooler breezes. We encourage you to remember to pack the appropriate clothes for chilly winds and drizzle.

### 6.4. Health

See your doctor before you travel. Seattle has several hospitals and medical institutions, as well as quality medical practitioners and health specialists. It is recommended that you obtain insurance covering health care expenses as well as medical evacuation or repatriation before you leave home.

No vaccinations are required or recommended if you go to the US.

## 7. Contacts

All queries relating to the information in this document, or any other aspect of your trip, should be addressed to [systemcouncil@cgiar.org](mailto:systemcouncil@cgiar.org).

**The logistical focal point on site will be Ms Victoria Pezzi. In case any questions arise please contact her at: [v.pezzi@cgiar.org](mailto:v.pezzi@cgiar.org) or by phone: +33 (0)6 30 83 73 37.**