

MEETING VENUE

The meeting will be hosted by the Bill and Melinda Gates Foundation, 500 5th Avenue North, Seattle, WA, 98109, USA.

DATE**Monday, 14 July 2014**

09.00

Board retreat*Room Lake Union in conference centre*

Evening Reception:

Hosted by the Bill and Melinda Gates Foundation will take place at:
Ray's Boathouse, 6049 Seaview Avenue NW, Seattle, WA 98107-2690

A shuttle will be arranged to take guests to Ray's Boathouse. Further information about this will be communicated closer to the date.

Tuesday, 15 July 2014

09.00-18.30

25th Coordinating Board Meeting*Room Whidbey Camano in conference center***REGISTRATION**

Please register your participation at the 25th Stop TB Partnership Coordinating Board meeting by completing the **Registration Form** and returning it to Uzma Noon (noonu@who.int), fax no.: +41 22 7914886 as soon as possible.

Please ensure that the Stop TB Partnership Secretariat is aware of your arrival and departure details, as well as your hotel accommodation arrangements and notify the secretariat of any changes to your details as soon as they are known.

VISA REQUIREMENTS

We encourage participants to please obtain a visa from the respective US embassy/consulate office in your locality as soon as possible.

If you encounter any difficulties in obtaining your visa, please contact the Secretariat as soon as possible.

HOTEL ACCOMMODATION

Two hotels are close walking distance to the Bill and Melinda Gates Foundation:

- 1) The Maxwell Hotel, 300 Roy Street, Seattle, WA, 98109. Phone: +1 206 286 0629:
www.themaxwellhotel.com
- 2) Four Points by Sheraton, 601 Roy Street, Seattle, WA 98109 Phone: +1 206 282 2600
<http://www.starwoodhotels.com/fourpoints/property/overview/index.html?propertyID=3638>

Both these hotels offer discounted rates for participants attending meetings at the Gates Foundation. The rate is subject to fluctuation depending on availability. When booking with the hotel, please ask for

the discounted foundation rate. **Participants are urged to reserve accommodation as soon as possible in order to take advantage of the discounted rates.**

AIRPORT TRANSPORTATION

Participants are encouraged to make airport transportation arrangements with their hotel.

FINANCIAL MATTERS

The United States currency is the US Dollars.

Credit cards are accepted in many parts of the United States and most banks offer ATMs.

POWER

The USA uses 120V/60HZ. For more information, please visit <http://www.kropla.com/electric2.htm>
Participants are encouraged to bring a suitable adaptor if needed for personal use.

COMMUNICATION

The telephone country code for the United States is +1, and the city code for Seattle is 206.

CLIMATE

The warmest months are July and August with a maximum temperature of 25 degrees.

MEETING ORGANIZATION

Meeting folders will be available from the Secretariat in the conference center at the Bill and Melinda Gates Foundation from Monday 14th July 2014. Electronic copies of documents will be posted on the Stop TB Partnership web site in advance of the meeting at: <http://www.stoptb.org/cb/meetings/>.

For further information or assistance, please feel free to get in touch with the organizers. The team will happily assist you with your requests, wishes and needs.

Shirley Bennett	+41 79 201 1870	email: bennettshi@who.int
Uzma Noon	+41 22 791 1835	email: noonu@who.int

****Please note****

- 1) While in the meeting rooms, participants should switch off their cellular phones as they might cause interference with the sound system.
- 2) Participants should take the utmost precautions with all their personal property. The Secretariat will not be responsible for the loss of personal objects left unattended at the meeting.

We wish you a productive & happy stay in Seattle, USA!