

Intergovernmental Meeting Logistical Arrangements

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Logistical Arrangements for the Intergovernmental Meeting

Dear [Recipient Name],

We are pleased to inform you about the logistical arrangements for the upcoming Intergovernmental Meeting scheduled to take place on [Insert Date] at [Insert Venue]. Below are the key details:

Venue Details:

Location: [Insert Location]

Address: [Insert Address]

Contact Person: [Insert Contact Name, Email, Phone]

Accommodation:

Participants are encouraged to book their accommodation at the following hotels:

- [Hotel Name 1] - [Contact Information]
- [Hotel Name 2] - [Contact Information]

Transportation:

Shuttle services will be provided from the airport to the venue. Details of the shuttle schedule are as follows:

- Departure to Venue: [Insert Time]
- Return to Airport: [Insert Time]

Agenda:

The agenda for the meeting will be shared closer to the date. Please let us know if you have any topics to include.

Should you require further information or assistance, please do not hesitate to contact us.

Thank you, and we look forward to your participation.

Best regards,

[Insert Sender Name]

[Insert Title]

[Insert Organization]

[Insert Contact Information]