

**Conference on Donor Approaches to Governance Assessments
20-21 February 2008, London**

DATES

The conference will start at 8:30 am on **Wednesday 20th February**. Participants are expected to arrive the night before (on the 19th). The conference will end at 6pm on **Thursday 21st February**. When making your travel arrangements, please note that an **additional meeting for GOVNET Governance Assessments Steering Group** members will be held on **Friday 22nd February** in DFID from 9:00 am to 3 pm. The meeting will enable the group to review the conference outputs, agree on a way forward for remaining outputs and discuss how the GOVNET will proceed on this important issue. Information about this meeting will be sent to Steering group members directly.

VENUE

The conference will take place at the **Holiday Inn Regent's Park**, CARBURTON STREET, LONDON, W1W5EE, UK, <http://www.ichotelsgroup.com/h/d/hi/925/en/hd/lonrp?crUrl=/h/d/hi/925/en/hotelsearchresults&rp8>.

Rooms have been pre-booked at the hotel for conference participants at a negotiated rate. Please note that this rate was only guaranteed until 25 January.

TO FINALIZE YOUR REGISTRATION AND BOOK YOUR HOTEL

In order to confirm and validate your registration you need to go to www.coievents.co.uk/oecd and fill in the official registration form NO LATER THAN 25th January. Upon completion, you will be directed to the hotel website. You should use the **discount code E4S** (under the "group booking code" box) if you wish to book a room at the hotel at the negotiated rate of 164.5 GBP. Please note that the rate was guaranteed until 25 January. You can also access the hotel and book online at [Holiday Inn Regent's Park](http://www.holidayinn.com) or by email (reservations-londonregentspark@ihg.com) or by calling the hotel:

Hotel Reservations: 0800 911 617

Hotel Front Desk: +44-870-4009111

Logistical information on the venue can be found on the hotel website at <http://www.ichotelsgroup.com/h/d/hi/925/en/hd/lonrp?crUrl=/h/d/hi/925/en/hotelsearchresults&rp8>

>>The hotel is 45 min away from Heathrow airport by train or taxi and 10 min away by taxi from the Eurostar station at St. Pancras International.

AGENDA, DOCUMENTS AND GUIDELINES FOR PRESENTERS

A preliminary agenda is available at www.oecd.org/dac/governance/govassessment. Further guidance to presenters, moderators and rapporteurs will be sent later. An updated version of the agenda and documents for the meeting will also be posted on the same website.

If you need assistance or require further information regarding hotel and logistics, please contact Ranjan Sen at R-Sen@dfid.gov.uk.