



First Consultation Workshop for Working Groups 2 and 3 of the HIPCAR Project¹

Organised in collaboration with the CTU



**Port of Spain, Trinidad and Tobago
26-29 October 2009**

PRACTICAL INFORMATION FOR PARTICIPANTS

¹ The full title of the HIPCAR Project - funded by the European Commission and ITU, in collaboration with CTU - is "Enhancing Competitiveness in the Caribbean through the Harmonization of ICT Policies, Legislation and Regulatory Procedures". HIPCAR is part of a global ITU/EC project encompassing Africa, the Caribbean and the Pacific Islands (ACP) supported and funded by the European Union (see http://www.itu.int/ITU-D/projects/ITU_EC_ACP/hipcar/index.html).

We welcome you to the Consultation Workshop.
Following, you will find some practical information
regarding your participation in this event.

Arrival and departure

The event will take place in Port of Spain, Trinidad and Tobago, from 26 October (08:00 hrs) to 29 October (13:00 hrs). You will be expected to arrive in Port of Spain on 25 October, and to depart in the afternoon of 29 October 2009.

As soon as you have made your corresponding flight reservations, kindly provide your flight arrival and departure details to the HIPCAR Project Assistant (email: hipcar@itu.int).

Requirements upon arrival at Piarco International Airport, Trinidad and Tobago

- Present a valid passport with a valid visa (where applicable – see below)
- Fill out the Immigration Arrival Card.
- Fill out the Port Health Declaration

Customs and Immigrations require that you must have the name and address of where you will be staying for the duration of your visit. Please ensure that you have this information handy upon arrival into Trinidad and Tobago.

Visa Information

From the Caribbean, the only visitors requiring an entry visa into Trinidad and Tobago are those from Haiti. Details on the corresponding requirements and the application form can be obtained online at <http://immigration.gov.tt> or by calling +1.868.623.6233/868 or +1.868.624.0791.

Airport Transfers

Taxi transportation from the airport to the city is easily available just outside the arrivals area; taxi transportation to the airport from the city can be arranged in the lobby area of most hotels. The approximate cost from Piarco Airport to downtown Port of Spain is USD 30.

Airport Tax

There is no airport departure tax.

Workshop Venue

The venue for the First Consultation Workshop is:

The Courtyard by Marriott Hotel Port of Spain

Invader's Bay, Audrey Jeffers Highway

Port of Spain, Trinidad and Tobago

Tel.: +1.868.627.5555

Fax: +1.868.627.6317

URL: www.marriott.com/hotels/travel/poscy-courtyard-port-of-spain/

The Marriott is centrally located, just ten minutes from downtown Port of Spain and thirty five minutes from Piarco International Airport.

Participants' entitlements

There is no Workshop participation fee for any of the participants.

Participants receiving fellowships from ITU will be provided with a ***return economy class ticket*** to Trinidad and Tobago from their home countries as well as a ***Daily Subsistence Allowance (DSA) of USD 296 per night*** spent in Trinidad and Tobago. This DSA is intended to cover all of the participant's costs of accommodation, meals, local transportation, communications and incidentals. (Note: the cost of lunches and coffee breaks during the event will be covered separately by ITU.)

Participants not covered by ITU fellowships will be required to pay their own travel, accommodation and other expenses.

Accommodation

Participants may stay at the accommodation of their choice. However, in order to facilitate participants' access to the workshop, the workshop venue (the Courtyard Marriott Hotel) is also the location recommended for the participants' accommodation. Participants wishing to stay at this hotel should make their reservations directly, requesting the CARICOM rate USD 271.04 (room with breakfast, including all taxes & charges). For further information on the hotel, please see the URL link given above: www.marriott.com/hotels/travel/poscy-courtyard-port-of-spain/.

Working Language

The Workshop will be conducted in English.

Health & Accident Insurance

ITU can accept no responsibility for covering participants' health & accident costs. All participants must therefore ensure that they are fully covered by health & accident insurance for the duration of their travel and their participation in the workshop.

For information about vaccination requirements and health information for travellers please consult the World Health Organization's (WHO) website at: www.who.int/ith/countries/gha/en/ .

Other Practical Information on Trinidad and Tobago

- **Climate & traffic**

Trinidad and Tobago is currently in its rainy season. Port of Spain and its environs may be subject to flooding, which may cause travel delays. It is advisable to allow extra time for commuting in rainy weather. In addition, traffic is usually very heavy in and around Port of Spain and its suburbs throughout the day, particularly between the peak hours of 7am and 6pm. Please be guided accordingly.

- **Time**

GMT-4

- **Currency**

The local currency is the Trinidad and Tobago Dollar (**US\$1 = TT\$6.3** approx). The US Dollar is also readily accepted across the country.

For further information, please contact:

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