



**Regional Training Workshop on ITU
Information and Communications
Technology Indicators
Hilton Hotel, Trinidad and Tobago
31 May 2016**



LOCAL INFORMATION

1. Participation

The workshop is intended primarily for participants, who are responsible for collecting and/or producing such statistics in ministries, regulatory agencies and national statistical offices.

2. Venue

The Workshop will take place at the **Hilton Trinidad & Conference Centre Hotel, Trinidad and Tobago**

3. Suggested Hotels

The following hotels are recommended and some are in walking distance or a short taxi ride away from the Hilton Trinidad. **N.B.: All reservations are to be undertaken by the participant or by the Administration, organization or Agency which is being represented** – see web links: participants may choose accommodation other than that which is represented here – on a map you will see other possible options in proximity to the venue.

NN	Hotel name	Ordinary Rate (US\$)	Tel:
1	Hilton Trinidad & Conference Centre Hotel	<i>inclusive of taxes, breakfast and guestroom internet</i> Check In May 30th , Check Out June 1st - 204.91	868-624-3211
2	Kapok Hotel	<i>Inclusive of taxes, continental breakfast and WIFI</i>	868-622-5765

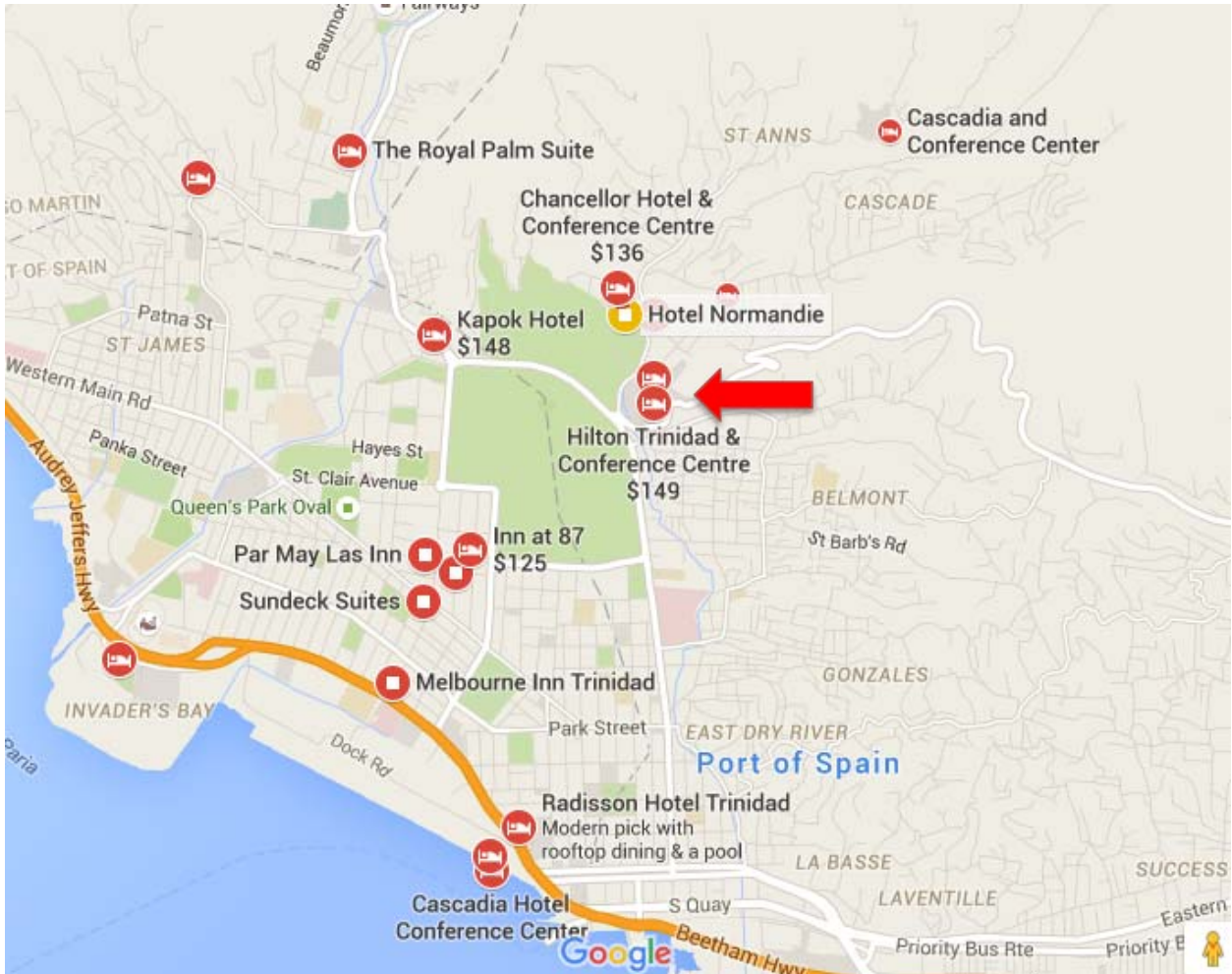
		CARICOM RATE - Standard Queen Room: 166.12 Int'l Rate - Standard Queen Room: 173.39	
3	Chancellor Hotel & Conference Centre	<i>Inclusive of taxes and breakfast</i> CARICOM RATE - Deluxe Room: 126.00 Int'l Rate - Standard Room: 149.00	868-623-0883

Participants are recommended to make reservations directly with the hotel of their choice and to observe cancellation policy of the selected hotel when receiving booking confirmation as to avoid cancellation charges. Each participant will settle expenses directly with the hotel at the end of the stay.

Please retain a copy of the hotel confirmation for your records and please send a copy to:

Ms. Sheron Small
Tel.: +1 246 431-0343/0344
Fax: +1 246 437-7403
E-mail: sheron.small@itu.int

4. Location Map of Hotels in the vicinity of Hilton Trinidad & Conference Centre (red arrow)



5. Registration of delegates

Registration of delegates will take place at the place of the Workshop, starting on [date] Registration can be done by sending the registration form to the International Telecommunication Union: sheron.small@itu.int preferably on or before 15th March, 2015. (See Annex 3)

6. Working languages

The working language will be English

7. Health

No vaccination certificate is required for entering the country per se. however, prior to departure to Trinidad and Tobago travelers should enquire about the necessary vaccinations according to WHO international regulations, regional health advisories or country information bulletin.

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/trinidad-and-tobago>

<http://www.gotrinidadandtobago.com/travel-information/>

8. Visa Requirements

Participants should check the link below for VISA requirements to enter Trinidad and Tobago. <http://www.immigration.gov.tt/Services/Visas.aspx>. Caribbean residents **do not** require a VISA to enter Trinidad and Tobago.

9. Transportation to and from airport

In this instance, Participants will be responsible for transfers from Piarco International Airport to the hotel of choice and on return from the hotel to the airport.

The airport is served by taxis which can be found outside the arrivals hall. The cost to St. Augustine is usually around US\$30.00 during daytime hours and a bit more after hours.

Further information may be found on the following websites:

<http://www.tntairports.com/piarco/>

<http://www.gotrinidadandtobago.com/travel-information/getting-around>

10. Telecommunications in Trinidad & Tobago

Telephone (mobile):

- Digicel (Trinidad and Tobago) Limited (Digicel)
- Telecommunications Services of Trinidad and Tobago Limited (TSTT) - Bmobile

Internet

- Columbus Communications Trinidad Limited (Flow)
- Telecommunications Services of Trinidad and Tobago Limited (TSTT) - Blink

11. Local currency, change and payment

The Trinidad and Tobago dollar (TTD) is the official currency of Trinidad and Tobago. While the TT dollar is generally accepted, foreign currency can be exchanged at local banks and other authorized establishments. The most commonly accepted credit cards are American Express, VISA, Diners Club and MasterCard.

Exchange rates are liable to fluctuate. The average exchange rate can be **USD 1 = TTD 6.4**

See pictures of Trinidad and Tobago bills and coins.

Trinidad & Tobago's (TT) Currency Exchange

Rates as at 11:00 AST (UCT/GMT) - 4 hours 17/02/2016.

 US Dollar	6.4487
 Euro	7.1849
 British Pound	9.2258
XC E C Currency	2.3909



12. Electrical network

Trinidad and Tobago uses 110volts as the regular supply. If this voltage is different from your home country, some hotels offer adapters to their guests or adaptors can be purchased from local hardware and electrical stores.

Alternating current (60 Hz) is used. The type of electric plug-in is the following one:



Plug Type A Plug Type B



Outlet Type A Outlet Type B

13. SHOPPING - Value Added Tax (VAT)

Value Added Tax, or VAT, is a 15% tax added to many goods and services in Trinidad and Tobago. The prices displayed in stores usually include this tax, unless otherwise stated. Companies registered to charge VAT, must prominently display their VAT Certificate of Registration.

14. BUSINESS HOURS

Banks and exchange offices	Monday to Thursday - 8 am to 2 pm. Friday from 8 am to 1 pm and 3-5 pm
Company offices	Monday to Friday 8 am to 4pm
Cafes, patisseries and pizzerias	Almost always open
Malls	Monday to Saturday 10 am to 7 pm
Restaurants	Lunch is generally served from 11am and dinner from 6 pm. Many fast-food establishments are open around the clock
Shops and businesses	Monday to Saturday from 8 am to 5 pm

13. Contacts

Sheron Small
Admin/Project Assistant
International Telecommunication Union (ITU)
Telephone: +246 431 0343
Facsimile: +246 437 7403
E-mail: sheron.small@itu.int

Sylvester Cadette
Programme Officer
International Telecommunication Union (ITU)
Telephone: +246 431 0343
Facsimile: +246 437 7403
E-mail: sheron.small@itu.int