



**Caribbean ICT Ministers' Forum**  
**Hyatt Regency, Port-of-Spain, Trinidad**  
**7-9 August 2013**



**PRACTICAL INFORMATION FOR PARTICIPANTS**

### **Event Objectives**

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The meeting will examine the state of information and communication technologies (ICTs) in the Caribbean and exchange views on current opportunities and challenges. Against that backdrop, the event will review the progress made in implementing the ITU-EC project on the **"Support for the establishment of Harmonized Policies for the ICT Market in the ACP"**. Drawing lessons from the implementation of this project, the meeting will then map strategies for the establishment of a new project and potential funding possibilities.

### **Pre-registration**

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Please note that pre-registration is required for all participants at this meeting by completing the registration form at the following the link below. The deadline for pre-registration for the event is **12 July 2013**.

[http://www.itu.int/online/regsys/ITU-D/workshop/edrs.registration.form?\\_eventid=4000165](http://www.itu.int/online/regsys/ITU-D/workshop/edrs.registration.form?_eventid=4000165)

### **Fellowships**

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Fellowship request forms must be stamped, signed and approved by a duly authorized officer of the participant's organization, and returned by e-mail to the following address: **[bdtfellowships@itu.int](mailto:bdtfellowships@itu.int)** with copy to **[tracy.johnson@itu.int](mailto:tracy.johnson@itu.int)** by **12 July 2013**.

**Participants receiving fellowships** from ITU will be provided with a **return economy class ticket** to Port-of-Spain, Trinidad from their home countries as well as a **Daily Subsistence Allowance (DSA)** based on standard UN rates. Participants must indicate their preferred itinerary to their respective UNDP office once notified that a fellowship has been granted. The DSA is intended to cover the participant's costs of accommodation, meals, local transportation, communications and incidentals. It will be paid in two installments: the first installment will be paid in advance of travel, covering 80% of the entitlement; the 20% balance will be paid upon the participant's return to his/her home country **upon submission of a travel claim attaching the air ticket and all boarding passes**. If, for whatever reason, the participant's actual travel period turns out to be shorter than the period previously authorized for the DSA, **the participant will be required to reimburse any excess in DSA already received to UNDP**.

### **Documents**

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In the spirit of efficiency and economy, the event will rely on Web transmission of documents. Participants are free to bring their own printed hardcopies. The event documents and other relevant information will be emailed to all participants prior to the event.

### **Meeting venue and Registration**

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The venue for this meeting will be the Hyatt Regency Trinidad, 1 Wrightson Road, Port-of-Spain, Trinidad, Republic of Trinidad & Tobago Tel: +868 623 2222, Fax: +868 821 6401. Participants may stay at the accommodation of their choice, and are responsible for handling their hotel reservations directly. Preferred rates for the Hyatt Regency and booking code, please follow the link below:

[https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=10712313](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10712313)