

## Information Exchange Capacity Building for the Caribbean Region Countries

Trinidad & Tobago, St. Augustine, November 14-18

### GENERAL INFORMATION

As you prepare to travel to Trinidad & Tobago to participate in the Information Exchange Capacity Building Workshop for the Caribbean Region Countries, please take the following information into consideration:

#### HOTEL

Upon your arrival at the Piarco International Airport, you will stay at the Ambassador Hotel, located 35 minutes (at night) and 1 hr (by day) from the International Airport, at Long Circular Road, Port of Spain, capital of Trinidad & Tobago.

Telephone: (001-868) 628-9000  
Fax: (001-868) 628-7411  
E-mail: [ambassador@wow.net](mailto:ambassador@wow.net)  
Web: [www.ambassador.tt.com](http://www.ambassador.tt.com)



All major credit cards (VISA, MASTER CARD, AMERICAN EXPRESS, etc.) are welcome. Any additional charges must be paid by participants prior to their departure from the hotel, in Trinidad & Tobago or U.S. dollars.

#### TRANSPORTATION

As you exit the Piarco International Airport, be on the lookout for signs reading **IICA**.

From November 14<sup>th</sup> through November 18<sup>th</sup>, transportation will be provided to and from the Faculty of Engineering (The Blue Room) at the University of the West Indies. The bus will be available at 7:30 a.m. and departure has been scheduled at 7:45 a.m. sharp.

The Blue Room at the University of the West Indies is the venue of the Workshop.

Telephone: (011-868)-662-2002 ext. 2207  
Fax: (011-868)-662-4414  
E-mail: [clem@uwi.tt](mailto:clem@uwi.tt)  
Web: [www.uwi.tt.com](http://www.uwi.tt.com)



Those participants, who, due to last minute changes, are unable to use the pre-arranged transportation, will have to cover the cost of travelling to the University, as the case may be (approx. US\$20). In such cases, please inform Wayne DeChi or Maureen Obando.

## **ITINERARIES:**

All airfares are economy class and are non-refundable. The airline will charge a penalty (US\$75.00 to US\$200.00) for changes of itinerary. If, for some reason, a participant misses a flight, he/she will have to pay the penalty unless the problem can be attributed to the airline.

## **Meals and Additional days**

An allowance of US\$30.00 per night, will be provided to all participants (November 13<sup>th</sup> – 18<sup>th</sup>) to cover dinner and airport taxes.

Should you wish to spend more time in Trinidad, you must make your own reservations and cover all hotel, meal and transportation costs you incur. You are also responsible for your meals the day you arrive and the day you depart. The sponsors of the event will cover breakfast and lunch from Nov. 14<sup>th</sup> -18<sup>th</sup>.

## **IMPORTANT NOTES:**

A passport is necessary for citizens of most countries, although citizens of the USA and Canada need only proof of citizenship and a valid return ticket. When leaving Trinidad, **you are required to pay a departure tax of TT\$100.00 per person.**

Citizens from Haiti will need an entry visa.

## **Security:**

The area where the Hotel and the Venue are located are considered safe, thus ensuring that your trip and stay will be enjoyable.

**Climate:** In November, the temperature in Trinidad ranges from 21 °C to 33 °C.

**Electrical current:** 110 volts

**Exchange rate:** US\$1 = approx. TT\$6.00

**Internet service:** Participants may check their e-mails at the hotel during their free time. The cost per hour is \$US10.00 per day.

**SHOULD YOU NEED HELP:** Maureen Obando will be available in Costa Rica until November 9 at [mauren.obando@ica.ac.cr](mailto:mauren.obando@ica.ac.cr), or (506) 216-0184. In Trinidad, Wayne DeChi will be available at [wdechi@iicacarc.org](mailto:wdechi@iicacarc.org) or (001 868 628 4078, 629 4079). As of November 11th, Maureen may be contacted via e-mail or telephone at the Ambassador Hotel.

**Should you wish further information on Trinidad, please visit:** [www.tidco.co.tt](http://www.tidco.co.tt)