



21<sup>st</sup> to 23<sup>rd</sup> August 2017

## INFORMATION for PARTICIPANTS

### A. MEETING INFORMATION

#### 1. Meeting Venue

Government's Training Division  
Bettito Frett Building  
Wickham's Cay I,  
Road Town, Tortola  
British Virgin Islands

#### 2. Accommodation and Hotel Reservation

- **Preferred hotel: Maria's by the Sea**

- 3-minute walk to meeting venue, Government's Training Division
- Website: [www.mariasbythesea.com](http://www.mariasbythesea.com)
- Negotiated rates include breakfast, government taxes, hotel fee and Wi-Fi. Breakfast limit will be \$20.00 per person and any breakfast exceeding that amount the additional cost will be the responsibility of the individual.
- Quoted rates are per room based on single or double occupancy:

Superior Ocean View	\$179.00 per night
Premium City View (new wing)	\$225.20 per night
Premium Ocean View (new wing)	\$254.90 per night
Ocean View Suite	\$254.90 per night

- For reservations:
  - Contact Ms. Agnes Andrew at [info@mariasbythesea.com](mailto:info@mariasbythesea.com)
  - Telephone: (284) 494-2595
  - To confirm individual booking, a credit card will be required to guarantee room and payment of choice will be accepted upon arrival.
- Rooms are held under the name of **Caribbean Telecommunications Union** until July 31<sup>st</sup> 2017. Any room booking after July 31<sup>st</sup> 2017 will be at regular rate and based on availability.
- Cancellation/No show policy – For free cancellation, the Hotel requires 24 hours' notice by fax or email. The penalty for no show guests for confirmed reservations will be the full charge of one night's stay.



### 3. Airport information and airport transfers

The international airport in the BVI is called Terrance B. Lettsome International Airport (**IATA code EIS**).

The Hotel does not provide shuttle service to/from the airport. Taxis are available at a cost of approximately US\$30.00 one way.

### 4. Meal Arrangements

<b>Breakfast</b>	Breakfast will be provided by the hotel for all registered hotel guests who are on a breakfast plan.
<b>Lunch</b>	Lunch, morning and afternoon coffee breaks will be provided for all registered delegates on the seminar days i.e. from Monday 21 <sup>st</sup> to Wednesday 23 <sup>rd</sup> . Please indicate any special dietary requirements to the meeting Secretariat.
<b>Dinner</b>	Delegates will be required to make their own arrangements for dinner.

### 5. Meeting Registration

Participants can register on-line by clicking [here](#) or copy and paste the following link into your browser: <https://ctuevents.events.idloom.com/13thCIGF>

### 6. Dress code: Business attire

### 7. Contact Information:

For more information, please contact:

At CTU Secretariat **Ms. Brenda Julien**  
Manager Administration

[brenda.julien@ctu.int](mailto:brenda.julien@ctu.int)

In The BVI  
From 21<sup>st</sup> to 23<sup>rd</sup>  
August 2017 **Mr. Nigel Cassimire**  
Telecommunications Specialist  
**Ms. Lauren Charles-Stewart**  
Events Manager

[nigel.cassimire@ctu.int](mailto:nigel.cassimire@ctu.int)

[skillsmastersconsulting@yahoo.com](mailto:skillsmastersconsulting@yahoo.com)

## B. GENERAL INFORMATION

### 1. Passport and Visa formalities

Effective September 1st, 2016, the BVI visa exemption policy will allow nationals of a country where BVI visas are required, who hold a UK, US or Canada visas and are visiting the BVI for business or tourism related matters, to enter and remain for a period of less than six (6) months, without the need for a visa.

For a list of the countries whose nationals **REQUIRE** a visa for entry into the British Virgin Islands: <http://www.bviturism.com/visas>

### 2. Vaccinations

Unless you are travelling from an area known to be suffering from an epidemic (particularly cholera or yellow fever), inoculations or vaccinations are not required for entry into the British Virgin Islands.

### 3. Language

English is the official language in the British Virgin Islands.

### 4. Electricity Supply

The standard voltage is 110 V and the standard frequency is 60 Hz. The power sockets used are depicted below. If the voltage is different from your home country, some hotels offer adaptors to their guests or adaptors can be purchased from local hardware and electrical stores.





## 5. Climate

From the months of June to September (warm season) the temperature of the island averages around highs around 90°F and decreases to approximately 85°F at night.

## 6. Currency

The United States Dollar is the currency used throughout the BVI. Most businesses are equipped to handle Credit Cards transactions and accept VISA, MasterCard, American Express and Travellers Cheques. Tortola has ATM machines situated in various spots throughout the island.

## 7. Departure Tax

Effective November 1 2016, passengers travelling regionally or internationally using the Terrance B. Lettsome International Airport at Beef Island are **no longer** required to pay the \$20.00 departure tax directly at the airport booth. The departure tax is now included in the cost of the airline ticket.

## 8. Business Hours

Shops in Road Town are generally open Mon-Sat 10am-5pm and department stores are open 8am-8pm. Grocery stores are generally open 7am-10pm. Some stores may open for a few hours on Sunday.

Banks and exchange offices:      Monday to Thursday 8:30am to 3:00pm;  
Friday 8:30am 5:00pm

## 9. Tipping

Tipping is standard and expected at most restaurants and bars and for other services undertaken. It is left to your own discretion; however, you can follow the guidelines below

Taxi Drivers: 10% to 15% of the fare

Service Staff at a Restaurant: 10% to 15 % of total bill

## 10. Other useful information

You can find further information on the British Virgin Islands online at:

<http://www.bvitourism.com/tortola>