



Caribbean Telecommunications Union

4th Caribbean ICT Collaboration Forum



11th and 12th February 2020

Trinidad Hilton, Port of Spain, Trinidad and Tobago

Theme: Digital Transformation – Do it!

INFORMATION for PARTICIPANTS

A. MEETING INFORMATION

1. Venue

Hilton Trinidad and Conference Centre

Lady Young Road
Port of Spain
Trinidad & Tobago
Tel: +1 (868) 624-3211

2. Meeting Room

- La Boucan

3. Recommended Accommodation

Hilton Trinidad and Conference Centre

Negotiated rates:

- Rates are per room USD:

Standard King Single Occupancy	\$139 per night plus taxes
Standard King Double Occupancy	\$159 per night plus taxes

- Room rates are subject to 21.25% taxes
- Room rate includes breakfast and guestroom internet access
- Reservations booking link: [CARIBBEAN TELECOMMUNICATION UNION](#)
- Negotiated rates are valid until **February 7th 2020**, after which the hotel's rack rates at the time of booking will apply.

4. Airport information and airport transfers

- The main international airport in Trinidad is the Piarco International Airport (**IATA code POS**). This airport is located approximately 27km or 15 miles from Port of Spain.
- Participants are advised to use **ONLY** the official airport taxi services. Fares are listed at the Airport and are fixed.
 - **Pishon Taxi Services** (*Preferred Choice*)
Tel: 868-269-7477
Email: clientdesk@pishonservicesltd.com
The fare from Piarco International Airport to Hilton Trinidad and Conference Centre is approximately US\$30.
Note that the fare changes to US\$45 between the hours of 10:00pm and 6:00am.

5. Meal Arrangements

Breakfast	Breakfast will be provided by the hotel for all registered hotel guests.
Lunch	Lunch, morning and afternoon coffee breaks will be provided for all registered delegates on the meeting days i.e. from Tuesday 11 th and Wednesday 12 th February. Please advise the Secretariat staff at the meeting of any special dietary requirements.
Dinner	Delegates will be required to make their own arrangements for dinner.

6. Meeting Registration

Participants can register on-line by clicking or copying and pasting the following link into your browser: <https://form.jotform.com/200015495057853>

7. Dress code: Business attire

8. Contact Information:

For more information, please contact:

At CTU Secretariat	Ms. Brenda Julien Manager - Administration	brenda.julien@ctu.int
In Trinidad From 11 th to 12 th February	Mr. Trevor Prevatt Consultant Ms. Lauren Charles-Stewart Events Manager	trevor.prevatt@ctu.int skillsmastersconsulting@yahoo.com

B. GENERAL INFORMATION

1. Visa Formalities

Persons entering Trinidad & Tobago require a valid passport from their country of citizenship. Passports must be valid for six months after the date of their departure. Visitors must also have an onward or return ticket to enter the country.

Visas are not required for most countries unless you plan to stay longer than 90-days. For a list of countries which require visas, please click on the following link <http://immigration.gov.tt/services/visas.aspx>

2. Vaccinations

Delegates travelling to Trinidad and Tobago from the following six (6) countries are required to present proof of Yellow Fever vaccination via their International Certificate of Vaccination or Prophylaxis:

- Brazil
- Columbia
- Ecuador
- Peru
- The Plurinational State of Bolivia
- Suriname

3. Language

English is the official language in Trinidad and Tobago.

4. Electricity Supply

In Trinidad and Tobago the power plugs and sockets are of type A and B. Check out the following pictures.



Type A



Type B

The standard voltage is 115 V and the frequency is 60 Hz. You can use your electric appliances in Trinidad and Tobago, if the standard voltage in your country is between 110 - 127 V (as is in the US, Canada and most South American countries). If the standard voltage in your country is in the range of 220 - 240 V (as is in the UK, Europe, Asia, Africa and Australia), you need a voltage converter.

5. Climate

The climate of Trinidad and Tobago is tropical, hot all year round, with little seasonal variation: the maximum temperatures are about 30/32 °C (86/90 °F) in the coolest period, from December to February, and a little higher in the rest of the year.

6. Currency

The Trinidad and Tobago Dollar (TTD) is the unit of currency. US \$1.00 is equivalent to TTD \$6.85. Major credits cards and travellers' cheques are generally accepted at hotels, gift shops, restaurants and tour operators.

7. Business Hours

Government offices: Monday through Friday from 8:00 a.m. to 4:00 p.m.

Banks: Monday through Thursday from 8:00 a.m. to 2:00 p.m. and Friday from 8:00 a.m. to 1:00 p.m. and 3:00 p.m. to 5:00 p.m.

Business: Monday through Friday from 8:00am to 4:00/4:30 p.m.

8. Other useful information

You can find further information on Trinidad and Tobago at: www.tourism.gov.tt