



International Civil Aviation Organization
NORTH AMERICAN, CENTRAL AMERICAN AND CARIBBEAN OFFICE
Surveillance Seminar for the NAM/CAR/SAM Regions
Port of Spain, Trinidad and Tobago, 18 to 20 June 2007

Surveillance Seminar -IP/01
25/04/07

GENERAL INFORMATION

(Presented by the Secretariat)

1. Site and dates of the CAR Surveillance Seminar

The NAM/CAR/SAM Surveillance Seminar will take place at the Crowne Plaza Hotels and Resorts, Wrightson Road, Port of Spain, Trinidad and Tobago, from Monday 18 to Wednesday 20 June 2007.

2. Address and contact numbers

Name of the Meeting's Coordinator(s)

Ms. Hema Dass

Executive Assistant

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3. Participants Registration

The delegates' registration will take place on Monday, 18 June 2007, from 08:00 to 09:00 hours.

4. Opening of the Seminar

The opening session of the NAM/CAR/SAM Surveillance Seminar will take place on Monday, 18 June 2007, at 09:00 hours at the San Fernando Room of Crowne Plaza Hotels and Resorts.

5. Temperature

Trinidad and Tobago have two main seasons – the Dry Season, from January to May and the Wet or Rainy Season, from June to December. These islands share an average daytime temperature of 28° C, that is warm but not unpleasantly humid and nights that are pleasantly cool.

6. Money exchange

The Dollar is the national currency (\$1.00 USD = TT\$6.3099 [approximately]). Preferably, after your arrival you may exchange some monies at local banks at the airport or in the city.

7. Credit cards

The international credit cards usually accepted in shopping centers, hotels and restaurants are: American Express (AMEX), Diners, MasterCard and Visa.

8. Lodging:

The suggested hotels, applying special fees to all participants of the Seminar, are the following:

HOTEL	SINGLE/DOUBLE ROOM
NAME OF HOTEL – CROWNE PLAZA HOTELS & RESORTS Address: Wrightson Road, Port of Spain Tel.: 1 (868) 625 3366 / 4531 Fax: 1 (868) 624 4677 E-mail: Web:	US\$187.55 Single Includes: Taxes and breakfast US\$211.75 Double Includes: taxes & breakfast
NAME OF HOTEL – THE NORMANDIE Address – 10 Nook Avenue, St. Anns, Port of Spain Tel.: 1 (868) 624-1181 Fax: 1 868 624 0108 E-mail: reservations@normandieett.com Web: www.normandieett.com	US\$138.00 Single/STD US\$155.00 Single/SUP <i>Includes: taxes & continental breakfast</i>
NAME OF HOTEL – KAPOK HOTEL Address – 16-18 Cotton Hill, St. Clair, Port of Spain Tel.: 1 (868) 622-5765 Fax: 1 868 622 9677 E-mail: stay@kapok.co.tt Web:	USD\$165.00 plus taxes (Single/STD) USD\$181.00 plus taxes (Double) <i>Includes complimentary breakfast only</i>
NAME OF HOTEL – COURTYARD BY MARRIOTT Address – Invaders Bay, Audrey Jeffers Highway, Port of Spain Tel.: 1 (868) 627 5555 Fax: E-mail: Web:	USD\$260.00 (STD) <i>Includes taxes and complimentary breakfast</i>

9. Hotel reservations

Participants **MUST** make their reservations directly with the hotel of your choice.

However, when making reservations at the **Crowne Plaza Hotels & Resorts**, participants **MUST** indicate that they are attending the *Civil Aviation Seminar/Meeting* in order to enjoy the special rate. Bookings are to be confirmed by latest June 8, 2007. Bookings after that date will be subject to availability due to high occupancy at the time.

All other hotels are approximately 15 minutes away from the Crowne Plaza Hotels & Resorts taking into consideration the present traffic situation

10. Transportation

Although we would very much wish to welcome you at Piarco International Airport, Trinidad, it will not be possible to meet participants on arrival and provide transportation due to staffing limitations. Participants are, therefore, requested to make their own arrangements for transportation from the airport to the city.

Airport taxi services are available on arrival at the Piarco International Airport to the city of Port of Spain at US\$20.00 approximately per vehicle per person.

Participants are also responsible for transportation to and from the venue of the meeting.

11. Hospitals

If necessary, emergency services are available, for more information inquiry at E999.

12. Commercial working hours

- Commercial working hours in the City from 8:00 to 16:30 hrs. approximately.
- Banking hours are from 8:00 - 14:00 hrs, Monday to Thursday.
- Fridays, banks open from 8:00 hrs. until noon, then resume 15:00 to 17:00 hrs.
- Banks in mall/shopping plazas open from 10:00 to 18:00 hrs.
- You can also exchange currency at cambios or bureaus de change.
- In addition, most Automatic Teller Machines (ATMs) will accept international credit cards.

13. Electricity

This information is available upon request from the hotel registration.

14. Visa

To be verified at embassies and consulates missions in respective States.

15. Others

Tax charged to purchases is 15% Value Added Tax (VAT) and indicated as “**VAT Inclusive**” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, then they are at your discretion.

16. Airport Departure Tax

A Departure Tax of TT\$100.00 or US\$20.00 must be paid by everyone when leaving the country.