First Consultation Workshop
for Working Group 1 of the HIPCAR Project[1]

Co-organized by the Ministry of Communications, Works, Transport and Public Utilities, Saint Lucia

with the Eastern Caribbean Telecommunications Authority

and with the Caribbean Telecommunications Union

Bay Gardens Beach Resort, Rodney Bay, Gros-Islet, Saint Lucia
8-12 March 2010

PRACTICAL INFORMATION
FOR PARTICIPANTS

> **We welcome you to the Consultation Workshop.**
>
> **Following, you will find some practical information regarding your participation in this event.**

Arrival and departure

The event will take place at the Bay Gardens Beach Resort, Rodney Bay, Gros Islet, Saint Lucia from 8 March (08:00 hrs) to 12 March 2010 (13:00 hrs). You will be expected to arrive in St. Lucia on 7 March, and to depart in the afternoon of 12 March 2010.

As soon as you have made your corresponding flight reservations, kindly provide your flight arrival and departure details to the HIPCAR Project Assistant (email: nicole.morain@itu.int).

Requirements upon arrival at Hewanorra International Airport (UVF) or at George F. L. Charles Airport (SLU), St. Lucia

- Present a valid passport with a valid visa (where applicable – see below)
- Fill out the Immigration Arrival Card.
- Fill out the Port Health Declaration

Customs and Immigrations require that you must have the name and address of where you will be staying for the duration of your visit. Please ensure that you have this information handy upon arrival into St. Lucia.

Visa Information

From the Caribbean, the only visitors requiring an entry visa into St. Lucia are those from the Dominican Republic and Haiti. The Ministry of Home Affairs, Immigration Department, is responsible for the issuance of Saint Lucian Visas. Details on the corresponding requirements and the application form can be obtained online at

http://www.stlucia.gov.lc/faq/do_i_need_a_visa_to_enter_saint_lucia.htm.

Airport Transfers

Taxi transportation from the airport to the city is easily available just outside the arrivals area; taxi transportation to the airport from the city can be arranged in the lobby area of most hotels. The approximate cost from Hewanorra Airport to the workshop venue is USD 75 or ECD 198.75 for up to 3 passengers in a car; the approximate cost from George F. L.Charles Airport to the workshop venue is USD 20 or ECD 50.

Airport Tax

There is no airport departure tax.

Workshop Venue

The venue for the First Consultation Workshop for WG1 is:

> Bay Gardens Beach Resort
> Reduit Beach, Rodney Bay Village, Gros-Islet
> P.O. Box 1892, Castries
> Saint Lucia
> Tel.: +1 758 457 8500
> Fax: +1 758 457 8400
> URL: www.baygardensbeachresort.com

The workshop venue is centrally located, 1 hr 30 minutes from Castries, Hewanorra Airport and just 15 minutes from George F. L. Charles Airport.

Participants' entitlements

There is no Workshop participation fee for any of the participants.

Participants receiving fellowships from ITU will be provided with a ***return economy class ticket*** to St. Lucia from their home countries as well as a ***Daily Subsistence Allowance (DSA)***. This DSA is intended to cover all of the participant's costs of accommodation, meals, local transportation, communications and incidentals. (Note: the cost of lunches and coffee breaks during the event will be covered separately by the Government of Saint Lucia, ECTEL and by ITU.)

Participants not covered by ITU fellowships will be required to pay their own travel, accommodation and other expenses.

Accommodation

Participants may stay at the accommodation of their choice, and are responsible for handling their hotel reservations directly. However, in order to facilitate access to the workshop venue, participants may find it convenient to stay at the nearby sister hotels of the Bay Gardens Beach Resort (which has only restricted accommodation available itself over the period). These are the Bay Gardens Hotel & the Bay Gardens Inn. There is a free shuttle service to and from the properties.

The room rates for the Bay Gardens Hotel (www.baygardenshotel.com) and the Bay Gardens Inn (www.baygardensinn.com) are US$100.00 inclusive of taxes & breakfast (single occupancy), and US$140.00 inclusive of taxes & breakfast (double occupancy).

For further information on the Bay Gardens Beach Resort and its room rates (you may request 10% discount off the room rack rates for workshop participants), please see: www.baygardensbeachresort.com .

Working Language

The Workshop will be conducted in English.

Paperless Event

In the spirit of efficiency and economy, the event will rely on Web transmission of documents.

Health & Accident Insurance

ITU can accept no responsibility for covering participants' health & accident costs. All participants must therefore ensure that they are fully covered by health & accident insurance for the duration of their travel and their participation in the workshop.

For information about vaccination requirements and health information for travellers please consult the World Health Organization's (WHO) website at: www.who.int/ith/countries/gha/en/ .

Other Practical Information on St. Lucia

- **Climate & Traffic**

  Sub tropical climate kept mild by cooling trade winds; from June to November be prepared for sporadic tropical showers.

  There is usual rush hour traffic from approximately 3pm to 6pm, in the Castries district, and proceeding north.

- **Time**

  GMT-4

- **Currency**

  The local currency is the Eastern Caribbean Dollar (**US$1 = EC$2.70** approx). The US Dollar is also readily accepted across the country.

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