



**Exploring Innovation in Transactions  
& Financing in the Caribbean,  
Hilton Hotel, Trinidad and Tobago  
1<sup>st</sup> – 3<sup>rd</sup> June 2016**



**LOCAL INFORMATION**

**1. Participation**

The workshop is intended primarily for Financial Institutions from ITU Member States in the Caribbean, United Nations, Regional and International Organizations. Its primary purpose is to provide Caribbean stakeholders from various sectors with interactive sessions along the theme of utilizing technology innovations towards the goal of improving financial transactions and financing arrangements.

**2. Venue**

The Workshop will take place at the **Hilton Trinidad & Conference Centre Hotel, Trinidad and Tobago**

**3. Suggested Hotels**

The following hotels are recommended and some are in walking distance or a short taxi ride away from the Hilton Trinidad. **N.B.: All reservations are to be undertaken by the participant or by the Administration, organization or Agency which is being represented – see web links: participants may choose accommodation other than that which is represented here – on a map you will see other possible options in proximity to the venue.**

<b>NN</b>	<b>Hotel name</b>	<b>Ordinary Rate (US\$)</b>	<b>Tel:</b>
1	<b>Hilton Trinidad &amp; Conference Centre Hotel</b>	<i>inclusive of taxes, breakfast and guestroom internet</i> <b>Check In June 1<sup>st</sup>, Check Out June 4<sup>th</sup> - 180.66 NB: rates will be extended until June 6<sup>th</sup> 2016</b>	<b>868-624-3211</b>

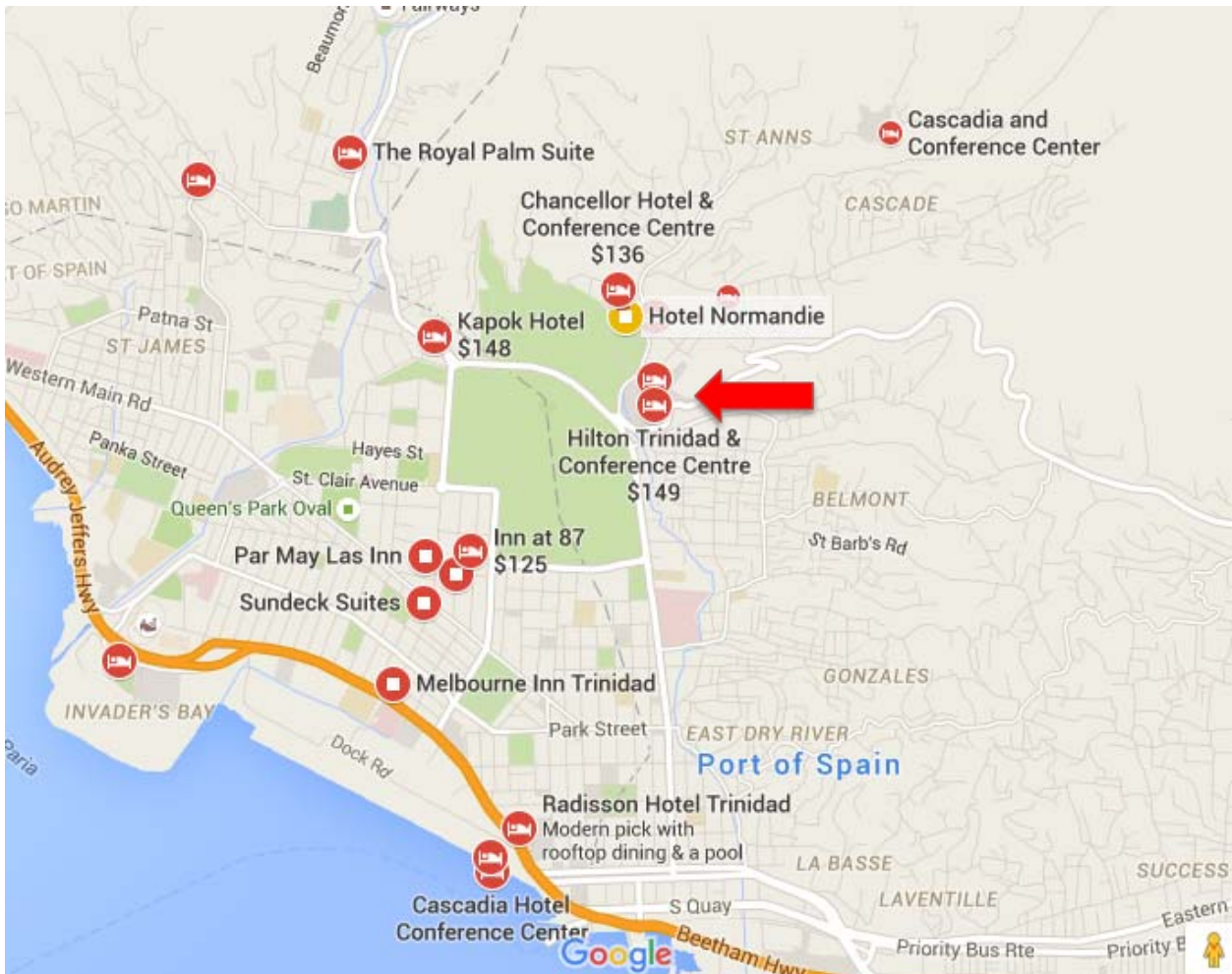
2	<p style="text-align: center;"><b>Kapok Hotel</b></p>	<p><i>Inclusive of taxes, continental breakfast and WIFI</i></p> <p><b>CARICOM RATE - Standard Queen Room: 166.12</b></p> <p><b>Int'l Rate - Standard Queen Room: 173.39</b></p>	<p style="text-align: center;"><b>868-622-5765</b></p>
3	<p style="text-align: center;"><b>Chancellor Hotel &amp; Conference Centre</b></p>	<p><i>Inclusive of taxes and breakfast</i></p> <p><b>CARICOM RATE - Deluxe Room: 126.00</b></p> <p><b>Int'l Rate - Standard Room: 149.00</b></p>	<p style="text-align: center;"><b>868-623-0883</b></p>

*Participants are recommended to make reservations directly with the hotel of their choice and to observe cancellation policy of the selected hotel when receiving booking confirmation as to avoid cancellation charges. Each participant will settle expenses directly with the hotel at the end of the stay.*

Please retain a copy of the hotel confirmation for your records and please send a copy to:

**Ms. Sheron Small**  
**Tel.: +1 246 431-0343/0344**  
**Fax: +1 246 437-7403**  
**E-mail: [sheron.small@itu.int](mailto:sheron.small@itu.int)**

4. Location Map of Hotels in the vicinity of Hilton Trinidad & Conference Centre (red arrow)



## 5. Registration of delegates

Registration of delegates will take place at the place of the Workshop, starting on [date]  
Registration can be done by sending the registration form to the International Telecommunication Union: [sheron.small@itu.int](mailto:sheron.small@itu.int) preferably on or before 15th March, 2015.  
(See Annex 3)

## 6. Working languages

The working language will be English

## 7. Health

No vaccination certificate is required for entering the country per se. however, prior to departure to Trinidad and Tobago travelers should enquire about the necessary vaccinations according to WHO international regulations, regional health advisories or country information bulletin.

<http://wwwnc.cdc.gov/travel/destinations/traveler/none/trinidad-and-tobago>  
<http://www.gotrinidadandtobago.com/travel-information/>

## 8. Visa Requirements

Participants should check the link below for VISA requirements to enter Trinidad and Tobago. <http://www.immigration.gov.tt/Services/Visas.aspx>. Caribbean residents **do not** require a VISA to enter Trinidad and Tobago.

## 9. Transportation to and from airport

In this instance, Participants will be responsible for transfers from Piarco International Airport to the hotel of choice and on return from the hotel to the airport.

The airport is served by taxis which can be found outside the arrivals hall. The cost to St. Augustine is usually around US\$30.00 during daytime hours and a bit more after hours.

Further information may be found on the following websites:

<http://www.tntairports.com/piarco/>

<http://www.gotrinidadandtobago.com/travel-information/getting-around>

## 10. Telecommunications in Trinidad & Tobago

Telephone (mobile):

- Digicel (Trinidad and Tobago) Limited (Digicel)
- Telecommunications Services of Trinidad and Tobago Limited (TSTT) - Bmobile

Internet

- Columbus Communications Trinidad Limited (Flow)
- Telecommunications Services of Trinidad and Tobago Limited (TSTT) - Blink




## 11. Local currency, change and payment


The Trinidad and Tobago dollar (TTD) is the official currency of Trinidad and Tobago. While the TT dollar is generally accepted, foreign currency can be exchanged at local banks and other authorized establishments. The most commonly accepted credit cards are American Express, VISA, Diners Club and MasterCard.

Exchange rates are liable to fluctuate. The average exchange rate can be **USD 1 = TTD 6.4**  
See pictures of Trinidad and Tobago bills and coins.

### Trinidad & Tobago's (TT) Currency Exchange

*Rates as at 11:00 AST (UCT/GMT) - 4 hours 17/02/2016.*

 US Dollar	6.4487
 Euro	7.1849
 British Pound	9.2258

XC E C Currency	2.3909
 Barbados	3.2424



## 12. Electrical network

Trinidad and Tobago uses 110volts as the regular supply. If this voltage is different from your home country, some hotels offer adapters to their guests or adaptors can be purchased from local hardware and electrical stores.

Alternating current (60 Hz) is used. The type of electric plug-in is the following one:



Plug Type A    Plug Type B



Outlet Type A Outlet Type B

### 13. SHOPPING - Value Added Tax (VAT)

Value Added Tax, or VAT, is a 15% tax added to many goods and services in Trinidad and Tobago. The prices displayed in stores usually include this tax, unless otherwise stated. Companies registered to charge VAT, must prominently display their VAT Certificate of Registration.

### 14. BUSINESS HOURS

Banks and exchange offices	Monday to Thursday - 8 am to 2 pm. Friday from 8 am to 1 pm and 3-5 pm
Company offices	Monday to Friday 8 am to 4pm
Cafes, patisseries and pizzerias	Almost always open
Malls	Monday to Saturday 10 am to 7 pm
Restaurants	Lunch is generally served from 11am and dinner from 6 pm. Many fast-food establishments are open around the clock
Shops and businesses	Monday to Saturday from 8 am to 5 pm

### 13. Contacts

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