



## Workshop for Caribbean Region to Promote the Development and Implementation of Conformance and Interoperability (C&I) Programmes

St. Augustine, Trinidad and Tobago, 2 – 4 December 2014

### General Information

#### 1. VENUE

Faculty of Engineering - University of the West Indies-UWI  
St. Augustine, Trinidad and Tobago  
West Indies  
Local: 1-868-662-2002  
Website: <http://sta.uwi.edu/>

#### 2. UWI COORDINATOR

**Dr. Tricia Ragoobar-Prescod**  
Lecturer, Communications  
University of the West Indies, St. Augustine, Trinidad and Tobago  
Email: [tricia.ragoobar-prescod@sta.uwi.edu](mailto:tricia.ragoobar-prescod@sta.uwi.edu)  
Tel: 1-868-662-2002 ext. 83147 Fax: 1-868-662-4414

#### 3. SUGGESTED HOTELS

Trinidad and Tobago is a twin island state and this workshop takes place on the larger of the two islands, Trinidad. Several options for accommodation can be found close to the Conference Centre (University Inn), venue of the Workshop.

Hotel	Information / Rates p/ type of Room
<p>It is located on the edge of the UWI campus in St. Augustine, and is within walking distance of the venue</p> <p><b>UNIVERSITY INN</b> The University Inn 30 St. Augustine Circular Rd. UWI St. Augustine Campus Trinidad and Tobago West Indies Tel: 1-868-662-9635 Web: <a href="https://www.facebook.com/TheUniversityInn">https://www.facebook.com/TheUniversityInn</a></p>	<p>Around US\$50 per night with shared spaces including bathrooms, kitchenette and sitting area</p> <p style="text-align: center;"><b>Rooms with en-suite bathrooms, single occupancy rates:</b></p> <p>Standard Queen: R\$ 110.00 Pro Vice Chancellor Junior Suite: US\$130 Vice Chancellor Suite: US\$140</p> <p><i>Breakfast Service is available for an additional US\$15 per person</i></p> <p style="text-align: center;">Further information is available at: <a href="http://sta.uwi.edu/iir/documents/TheUniversityInnFactSheet.pdf">http://sta.uwi.edu/iir/documents/TheUniversityInnFactSheet.pdf</a></p> <p style="text-align: center;"><b>Reservations telephone line:</b> Local: 1-868-662-9635</p> <p style="text-align: center;">Email addresses: General reservations and enquiries: <a href="mailto:theuniversityinn@sta.uwi.edu">theuniversityinn@sta.uwi.edu</a> General Manager: <a href="mailto:Maria.Ruiz-Gomez@sta.uwi.edu">Maria.Ruiz-Gomez@sta.uwi.edu</a></p>
<p><b>HOLIDAY INN EXPRESS</b> No. 1 Exposition Drive, Trincity</p>	<p>The hotel is about 5 miles from the workshop venue</p>

Hotel	Information / Rates p/ type of Room
Trinidad and Tobago West Indies	Tel: 1-888-465-4329 Local: 1-868-669-6209 Fax: 1-868-692-4557  Email: <a href="mailto:holidayinnexpress1@tstt.net.tt">holidayinnexpress1@tstt.net.tt</a>  Website: <a href="http://www.ihg.com/holidayinnexpress/hotels/us/en/trincity/">http://www.ihg.com/holidayinnexpress/hotels/us/en/trincity/</a>
<b>LE SPORTEL INN</b> Centre of Excellence 17A Macoya Road, Tunapuna Trinidad and Tobago West Indies	The hotel is about 3 miles from the workshop venue  Local: 1-868-299-0646 Ext. 0 Fax: 1-868- 663-3904  Email: <a href="mailto:lesportelinn@coetnt.com">lesportelinn@coetnt.com</a>  Website: <a href="http://www.coetnt.com/home/facilities/le-sportel-inn.html">http://www.coetnt.com/home/facilities/le-sportel-inn.html</a>

**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.**

Delegates booking at the University Inn are advised to provide the following information at the earliest possible time:

- Workshop name (i.e. Workshop for Caribbean Region to Promote the Development and Implementation of Conformance and Interoperability (C&I) Programmes)
- Full name of participant
- Duration of 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. TRANSFERS AND GROUND TRANSPORTATION

The international airport in Trinidad (where the workshop will be held) is called Piarco International Airport and it is located approximately 6.2 miles from the venue.

Private taxis: In the event ground transportation arrangements were not made, participants may opt to be transported to their hotel via private taxi. 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/>

#### 5. VISA INFORMATION

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.

## 6. HEALTH CARE AND VACCINATIONS

Participants are advised to hold an international insurance valid in the Caribbean region for any emergency, although public hospitals and services are fair in St. Augustine.

No vaccination certificate is required for entering the country:

[http://www.iamat.org/country\\_profile.cfm?id=158#profile\\_immunization](http://www.iamat.org/country_profile.cfm?id=158#profile_immunization)

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

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

## 7. LANGUAGE

English is the official language in Trinidad and Tobago.

## 8. CLIMATE

Trinidad and Tobago has a warm, sunny climate year round. The average daytime temperature is about 30 degrees Celsius.

Trinidad and Tobago have two main seasons: the Dry Season, from January to May and the Rainy Season, from June to December. In the Rainy Season, mornings may be sunny, followed by rainy afternoons and fair nights. During this time, our general rainfall pattern is interrupted by days of brilliant sunshine.

## 9. ELECTRIC POWER

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:



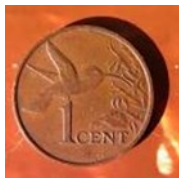
## 10. CURRENCY

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. However the average exchange rate can be USD 1 = TTD 6.4

Pictures of Trinidad and Tobago bills and coins.





## 11. STANDARD TIME ZONE

**GMT/UTC – 04:00 hour**

## 12. 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.

## 13. 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

## 14. TIPPING

This is left to your own discretion; however you can follow the guidelines below

- Taxi Drivers: 10% of the fare
- Service Staff at a Restaurant: 10% to 15 % of total bill

## 15. OTHER USEFUL INFORMATION

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