

**ITU-T Study Group 3 Regional Group for Latin America and the Caribbean
(SG3RG-LAC) Meeting, ITU-T Study Group 2 Regional Group for the Americas
(SG2RG-AMR) and RSF BSG Forum
(6-10 March 2017, Port of Spain, Trinidad and Tobago)**

Practical information for Participants

1. Meeting Venue

Hotel Hyatt Regency Trinidad

1 Wrightson Rd, Port of Spain, Trinidad and Tobago

Tel: + 1 868-623-2222

Website: <https://trinidad.regency.hyatt.com/en/hotel/home.html>

2. About Port of Spain, Trinidad and Tobago

Port of Spain, on the northwest coast of Trinidad island, is the capital city of Trinidad and Tobago. It has been the capital since 1757 and is the main administrative center. The city has grown to become one of the Caribbean's busiest commercial centres and a hub of artistic activity. The city is also an important financial services center for the Caribbean and is home to two of the largest banks in the region. Port of Spain is the second largest capital city in the English-speaking Caribbean and is one of the largest cities in the Caribbean.



The city is home to the largest container port on the island and is one of several shipping hubs of the Caribbean, exporting both agricultural products and manufactured goods. The pre-lenten Carnival is the city's main annual cultural festival and tourist attraction.

Port of Spain is also home to the biggest and most successful stock exchange in the Caribbean, the Trinidad and Tobago Stock Exchange (TTSE). The iconic Nicholas Tower, as well as other skyscrapers, are well known throughout the region. These buildings dominate the city's skyline. Some of the tallest skyscrapers in the Caribbean are located in Port of Spain.

3. Weather

Port of Spain has a tropical climate with high temperatures throughout the year. Temperatures typically range from 19 to 34 °C, rarely above 35 or below 17. There is a rainy season that lasts for about half the year, from June to December.

4. Hotel Accommodation

Hotel Hyatt Regency Trinidad *(meeting venue)*

1 Wrightson Rd, Port of Spain, Trinidad and Tobago

Tel: + 1 868-623-2222

Website: <https://trinidad.regency.hyatt.com/en/hotel/home.html>



Hyatt Regency Trinidad is located 5 minutes' walk from Trinidad and Tobago Water Taxi and Ferry Terminal and it offers an outdoor infinity pool, a spa and a business centre. Hyatt Regency Trinidad was designed as a meeting, convention, business, event and leisure travel property in the Caribbean, and is situated in the Port of Spain International Waterfront Development. Maraca Bay Beach can be reached in a 45-minute drive, while Piarco International Airport is 30 minutes' drive away.

Name of Hotel	Room specifications	Room rate in US\$	Inclusive of	Meals	Contact Information
Hotel Hyatt Regency Trinidad *****	Single Room	149	Buffet Breakfast		Tel: +1 868 623 2222 Fax: +1 868 821 6401
	Double Room	169			

Check In Time: **15:00 hours**

Check Out Time: **12:00 noon**

Credit Cards Accepted: **Visa Card, Master Card, American Express**

Reservation in Recommended Hotel (Hyatt):

Special rates have been negotiated for participants in the Hyatt Regency Trinidad – the venue of the meeting. A dedicated website is available for attendees to book hotel rooms online. Reservations can be made starting Feb 13, 2017 at this web address:

<https://aws.passkey.com/e/49076503>

The last date for the special rates is **February 20 2017**.

Each participant is responsible for meeting their hotel account at the end of their stay.

PARTICIPANTS ARE STRONGLY ADVISED TO MAKE HOTEL RESERVATIONS EARLY AND TO USE THE DEDICATED WEBSITE TO ASSURE THE NEGOTIATED RATE.

Recommended hotels near the Hyatt:

Name of Hotel	Room specifications	Room rate in US\$	Inclusive of	Contact Person
Radisson	Single Room	139	Breakfast	Tel: +1 (868) 625-3366 or +1 (868) 625-3361 Fax: +1 (868) 625-4166 Email : rhi_sptr@radisson.com
	Double Room	159		
Courtyard Marriott	Single Room	214	Breakfast for 1	Tel: +1-868-627-5555 Fax: +1-868-627-6317
	Double Room	214		

Booking of Hotel & Payment of Accounts

Each participant is responsible for meeting their hotel account at the end of their stay.

5. Visa Information

All visitors require valid passports to travel to Trinidad and Tobago and visa regulations vary according to nationality and country of origin and these should be checked for at your nearest tourist office or embassy before leaving your country.

Attendees should check the link below for VISA requirements to enter Trinidad and Tobago.
<http://www.immigration.gov.tt/Services/Visas.aspx>

Contact Point:

For any further information you may require or if you need a personal invitation letter or official document for your travel clearances, please contact:

Name: **Rawle Harvey**

Tel: + 1 868-675-8288 Ext 349

Email: rharvey@tatt.org.tt

6. Health Requirements

ITU advises all the participants to take medical and travel insurance covering the whole period of the overseas travel. Neither ITU nor TATT will be able to meet any expenses relating to injury, accident or medical treatment of the participant during their stay in Trinidad and Tobago.

7. Arrival at airport

The **Piarco International Airport** is located 30 km east of downtown Port of Spain. **In order to secure reception at the airport and transportation to hotels, participants are requested to complete and send the Shuttle Reservation Form at Annex 1 to the Contact Point.**

The hotels listed below provide airport transfers for guests at the rates outlined below.

Hotel	Day rate in USD (6 am to 10 pm)	Night rate in USD (10 pm to 6 am)
Hyatt	30	45
Courtyard Marriott (3 persons or less)	30	45
Radisson	35	45

Otherwise, the airport has all necessary amenities to welcome participants. It is located 30 minutes by car from the official hotel of the meeting.

Airport Taxis:

There are taxis around at the airport for every flight. Taxi drivers wear an official badge/ID. Taxi fares to Port of Spain are around US\$30-\$45. Payment in US\$ is accepted.

8. Transportation

Hotels officially recommended are located close to the event venue. For those who wish to take a taxi, most places you are staying at will call them for you or you will find them in the town center and around and about. Consult with your hotel concierge regarding local prices.

Car Hire:

Cars with or without chauffeurs can be hired in most tourist areas from international recognized firms.

9. Services available for participants during meetings

Information display:

It will be located outside the main meeting room and will provide information on many issues of interest of the participants and will forward to other services, such as city tour and transfers, mail, medical care, communications, etc. It will also be the place where you should deliver or collect lost items.

Communication center:

Internet Access free of charge will be available at the event meeting room.

Security:

For security reasons, all participants must use their badges during the meeting and in all social activities.

Medical Assistance:

Emergency and urgency medical assistance will be provided within the premises where the meeting will take place. Nevertheless it is advised to take out international travel insurance to cover any medical expenses in case of medical treatment.

10. Banks & Currency

Banks in Trinidad and Tobago typically open from 8:00am to 2:00pm, Monday to Thursday, and 9:00am to 12:00 pm and 3:00pm to 5:00pm on Fridays, for all your financial transactions. Money transfer agencies are also available countrywide. The Trinidad and Tobago Dollar is the official currency used.

Credit Cards:

Many merchants in Trinidad and Tobago accept credit cards, although the usage is mostly limited to Visa and MasterCard. Credit cards can be used at banks to get a cash advance (you will need to show your passport).

ATMs:

Automated Teller Machines (ATMs) are available and work on international networks such as Cirrus and Plus. Foreign travelers can use their credit cards to obtain cash through the cash advance or use debit cards to withdraw cash from their bank account. Some ATMs also dispense cash in US dollars.

11. Language

English is the main language used in Trinidad and Tobago but in some parts of the country other languages such as French, Spanish, Chinese, and Hindi dialects are used.

12. Time Zone:

Port of Spain is GMT - 4 hours.

13. Electricity:

In the main centers and tourist resorts all appliances run on 110-120 Volts. Outlets are of the 2/3-pin type as shown in the figures below.

Fig.1 – Socket types



Annex 1

**ITU-T Study Group 3 Regional Group for Latin America and the Caribbean (SG3RG-LAC)
Meeting, ITU-T Study Group 2 Regional Group for the Americas (SG2RG-AMR)
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Airport Shuttle Reservation Form

Name:

E-mail address:

Date of Arrival:

Time of Arrival:

Airline:

Flight Number:

Hotel destination:

**Kindly complete and return Annex 1 to
Mr Rawle Harvey via email rharvey@tatt.org.tt**