



OAS | CICAD



REGIONAL SEMINAR ON DRUG TREATMENT AND DRUG INFORMATION NETWORKS IN THE CARIBBEAN

Police Academy, Port of Spain
Trinidad and Tobago

DRAFT INFORMATION BULLETIN

1. Venue and Date

The Regional Seminar on Drug Treatment and Drug Information Networks in the Caribbean will be held in Port of Spain, Trinidad and Tobago from September 20-22, 2017 at the following venue:

**Police Academy
Trinidad and Tobago Police Service
1 Samaan Drive, St James, Port of Spain
Trinidad and Tobago, W.I.**

2. Coordination:

CICAD/OAS

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CARICOM Secretariat

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3. Registration and Accreditation of Participants

Participants may register in person at the Registration Desk, in The Police Academy on Wednesday, September 20, 2017.

4. Travel Arrangements

Travel reservations for participants are being coordinated by the CARICOM Secretariat (CCS). The CCS will cover the cost of economy class return airfare by the most direct route for participants attending this event. Travel reservations for presenters will be coordinated by CICAD in a similar way.

5. Visa Requirements

Participants are responsible for fulfilling the necessary entry requirements established by the Government of Trinidad and Tobago. Participants who require a visa to enter the country must contact the Trinidadian Consulate in their respective countries or the nearest consular office.

4. Ground Transportation and Airport Transfers

The Government of Trinidad and Tobago will provide all participants with transfers from the airport to the hotel, and from the hotel to the airport. Transportation to and from the meeting venue will be provided and will depart each morning from the hotel at 8:00am and from the meeting venue back to the hotel at the end of events each day.

5. Hotel Accommodations

CARICOM and CICAD will issue all non-local participants with per diem to cover accommodation and meals. Rooms will be blocked at the Kapok Hotel and **participants MUST make their reservations directly with the hotel as soon as possible**. Instructions for reserving your room are as follows:

- Copy and paste the following URL in a new window:
<https://gc.synxis.com/rez.aspx?Hotel=76270>

- Click the tab "Special Codes"
- Enter the Promo Code: **NDC2017**
- Select the arrival and departure dates on the top of the screen
- Include the number of persons on the right of the dates
- Click the "Check Availability" tab
- Select the preferred room type at the offered rates on the bottom of the screen
- If you are already registered on our website (Kapok), log in, by clicking the login tab (Already Registered? [Login](#))
- If you are a new guest to our website (Kapok), fill out the personal information and the additional guest information
- Select your payment type
- Click the boxes "I agree with all the hotel policies as specified on the website" and "Please specify that you have read and understand the rate policies for your itinerary"
- Review or confirm your reservation

Please note that the organizers will NOT take responsibility for your accommodation or transportation to and from the meeting venue if you do not make a reservation at the Kapok Hotel. No rooms have been arranged at any other hotel.

Please see below CARICOM's and CICAD's per diem procedures and policies.

CICAD: Invitees who confirm their participation before August 31 will receive per diem for **one day** from CICAD. Where applicable, per diems will be received from local OAS offices. Otherwise we will send funds either via wire transfer or where possible, they will be disbursed on the first day of the event. The earlier you confirm your participation, the more likely it will be for you to receive your one day per diem before you travel. Presenters will receive per diem to cover their entire stay.

CARICOM: Participants will receive **two days** of per diem from the CARICOM Secretariat (CCS) to be disbursed as follows:

- (i) On arrival at the Meeting and on presentation of their incoming boarding pass(es), participants will be paid seventy-five (75%) percent of the per diem;

- (ii) On return to their home destination, participants are required to submit by email, a scanned copy of their return boarding pass(es) to khematti.williams@caricom.org. The original should be mailed to:

Mr. Raphael Forde
Senior Clerk, Finance
Caribbean Community Secretariat
O,O, Box 10827
Turkeyen
Greater Georgetown
GUYANA

- (iii) The CARICOM Secretariat will undertake to disburse the remaining twenty- five per cent (25%) of the per diem within 10 days of receipt of the boarding passes;

6. Meals

Breakfast: The cost of breakfast has been included in your hotel reservation at Kapok.

Lunch: Arrangements have been made for lunch to be catered at the venue at a preferred rate. Participants will be able to select options for lunches and arrange payments on the first day of the event. This will take place at the same time that per diems are being disbursed.

Dinner: Participants will be responsible for their own dinner arrangements.

7. Communication

Kapok Hotel will provide complimentary internet access (Wi-Fi) to hotel guests in all guest rooms, restaurants and the lobby area. Wi-Fi at the Police Academy will also be complimentary. Participants will be responsible for all telephone calls and fax use for the duration of their stay.

8. Other Information of Interest

Electrical Current

The electrical current is 110-120 volts.

Weather

September falls within the wet season in Trinidad & Tobago. Generally temperatures are warmer with September being the warmest wet season month. Monthly temperature averages are as follows:

High 89.0° F (31.7° C)

Low 76.0° F (24.4° C)

Currency

The local currency is the Trinidadian Dollar (TTD) and the exchange rate is USD \$1.00 is equivalent to TTD \$6.80.

Business hours

Standard business hours are from 8:00 am to 4:00/4:30 pm for government and most other offices.

Banking hours vary:

8:00 am to 2:00 pm, Mondays to Thursdays

8:00 am to 1:00 pm and 3:00 pm to 5:00 pm, Fridays

Shopping mall branches: 9:00/10:00 am to 5:00 pm

<https://www.export.gov/article?id=Trinidad-and-Tobago-Local-Time>