Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities
September 19 to 20, 2019
Bridgetown, BARBADOS

INFORMATION BULLETIN

Delegations may download the documents from the website:
www.oas.org/MinCulture2019

1. Site and Date of the Meeting

The Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities will be held on September 19 to 20, 2019, in Bridgetown, Barbados. The sessions will be held in the conference area of the Hilton Barbados Resort, located at Needham’s Point, St. Michael, Bridgetown, BB11000, BARBADOS. It is recommended that delegations visit the website of the Executive Secretariat for Integral Development (SEDI) of the OAS at: www.oas.org/sedi for further information on the event.

The inaugural session will take place on Thursday, September 19, at 9:00 a.m., in the Ball Room of the Hilton Barbados Resort. Following the inaugural session, the Ministerial meeting will proceed, in accordance with the Work Schedule.

The Work Schedule for the Conference was sent out with the invitations. It may also be consulted on the following Web page: www.oas.org/MinCulture2019 and will be available at Conference headquarters.

2. General Coordination

The National Coordinating Office in Barbados will be managed by:
Mr. Jehu Wiltshire
Permanent Secretary
Ministry of Creative Economy, Culture and Sports
Address: Sky Mall, Haggatt Hall, St. Michael
Telephone: (246) 5355849
Email: jehu.wiltshire@barbados.gov.bb

The OAS Coordinating Office will be managed by:
Mr. Luiz Octavio Coimbra
OAS General Secretariat Coordinator
Department of Conferences and Meetings Management (DCMM)
Telephone: (+1 202) 370-5083
Cellular phone: (+1 202) 538 0515
Fax: (+1 202) 458-3335
E-mail: lcoimbra@oas.org

All substantive aspects of the Conference, including participation by Ministers, will be managed by:

**Mr. Richard Campbell**
Chief, Culture & Tourism Section
Department of Economic Development
Telephone: (+1 202) 370 9022
E-mail: rcampbell@oas.org

3. **Accommodation**

   The hotel where the Conference will be held is the Hilton Barbados Resort, located at Needham's Point, St. Michael, Bridgetown, BB11000, BARBADOS. Telephone: (+1 246) 426-0200. [www.hiltonbarbadosresort.com](http://www.hiltonbarbadosresort.com)

   To facilitate room reservations, the National Coordinating Office in Barbados has requested preferential rates for Conference participants from the hotels indicated below.

   As a courtesy, the Government will offer, for Heads of Delegation only, rooms without charge at the site hotel for up to three nights. **Reservations** for Heads of Delegation **must be made directly with the hotel by September 13, 2019**. The hotel will request credit card details to cover any additional costs incurred.

   All reservations, without exception, must be made individually and directly with the hotel of your choice. Persons staying at the Hilton Hotel when making reservations should mention their participation in the Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities of the OAS, in order to guarantee the group rate negotiated by the Government of Barbados. After that date, the hotel does not guarantee the availability of rooms or of the group rate and the National Coordinating Office in Barbados will not be responsible for late reservations. Reservation requests will only be confirmed if they include a valid credit card number and expiration date.

   The Ministry of Creative Economy, Culture and Sports of Barbados will not make hotel reservations for participants. Each participant should make his/her reservation in keeping with the usual hotel procedures. In addition, reservation cancellations and changes will be subject to the current rules and policies of the hotel. The hotel bill must be settled directly by each participant at the end of his/her stay.

   Participants who stay at hotels other than those listed below during the Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities will be responsible for their transportation to the site hotel.
<table>
<thead>
<tr>
<th><strong>Recommended hotels</strong></th>
<th><strong>Preferential rates</strong>&lt;sup&gt;a&lt;/sup&gt;</th>
<th><strong>Website</strong></th>
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</thead>
</table>
| **Hilton Barbados Resort**  
(Site hotel)  
Needham’s Point, St. Michael  
Bridgetown BB11000,  
BARBADOS  
Telephone: (+ 246) 426-0200  
Fax: (+ 246) 434-5792  
Contact: Teresa Nicholls  
Email: _teresa.nicholls@hilton.com_  
reservations.barbados@hilton.com  
Deadline: August 23, 2019 | • Standard Room: US$160 plus taxes*  
• Premium Ocean View: US$180 plus taxes*  
Rates available until August 23, 2019  
Group Code: IAMC129 | [www.hiltonbarbadosresort.com](http://www.hiltonbarbadosresort.com) |
| **Radisson Aquatica Resort Barbados**  
Address: Aquatic Gap, Carlisle Bay  
Telephone: 1 246-426-4000  
Fax: 1 (246) 429-2400  
Contact: Marsha Hoyte  
Email: marsha@aquaticabarbados.com  
Contact: Simone Reid  
Email: simone@aquaticabarbados.com  
Deadline: Specific to availability.  
Individual bookings will require credit card details and a one night deposit will be taken at the time of booking.  
NO ROOMS will be held with this option and are subject to availability at the time of booking.  
Group Code: MOCLAC | • Standard Room: US$139 plus taxes*  
Group Code: MOCLAC |  |
| **Island Inn Hotel**  
Aquatic Gap, The Garrison, Bridgetown, Barbados  
Telephone: 1 (246) 436-6393  
Contact: Leann Clarke  
Email: bookings@islandinnbarbados.com  
Deadline: Specific to Availability | • Standard Room: US$ 206 plus taxes*  
• Double occupancy: US$300 plus taxes*  
ALL INCLUSIVE |  |

*ROOM RATE LEVY: Please note that effective 1<sup>st</sup> April 2019, the mandatory Government Levy was amended from US$5.56/Bds $11.00 per room, per night to US$9.72/Bds $19.25 per room, per night.*

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a. To obtain the special promotional rates, reservations must be confirmed by the deadline set by each hotel.
4. **Hospitality**

Welcome Reception: The Old Fort at The Hilton Hotel, September 19, 2019, at 6 pm.

All participants are invited to attend the event. Accompanying spouses/partners are also invited. For those participants staying at hotels other than the Hilton, buses will depart the Hilton Barbados Resort at 5 pm to take them back to their hotels. At the end of the Reception, buses will depart the Hilton at 9 pm to return delegates to their respective hotels.

All Ministers and Heads of Delegation are asked to confirm their attendance to the Registration Coordinator, Ms Deone Sandiford, ([email]: deone.sandiford@Barbados.gov.bb) by no later than by September 02, 2019.

5. **Food and Refreshments**

The Government of Barbados will provide participating delegations with water and coffee on September 19 to 20, at the site hotel of the event.

Delegations are asked to indicate on the registration form any food restrictions and other special requirements (special transportation requirements, medical care, etc.).

6. **Flights**

Delegates, observers, representatives of international organizations, and other participants should book their round-trip flights as soon as possible with the travel agency or airline of their choice.

Several airlines fly to Barbados, including American Airlines, Caribbean Airlines, JetBlue, US Airways, Air Canada, WestJet, Virgin Atlantic, and others.

7. **VISA and Entry Requirements of the Country**

Visas are required for nationals of the following OAS countries to enter Barbados:

- Bolivia
- Dominican Republic
- Haiti
- Ecuador
- Honduras
- Paraguay

Persons who are holders of a Schengen, UK, USA Visa, or those who have a Green Card do not require a visa for Barbados. Normally, Diplomatic and Official passport holders are Visa exempt.

Haitian nationals holding Ordinary Passports with evidence of Permanent Residency of Canada are
also visa exempt when travelling to Barbados.

- Color copy of passport bio page
- Travel itinerary
- One passport size photograph

Delegates requiring visas should download the form from the Immigration website listed above. The form must be completed and signed and emailed to Ms Cyrilene Kellman at cyrilene.kellman@barbados.gov.bb along with a biography and a scanned photograph. Upon receipt of the signed application along with the supporting documentation, the Ministry of Creative Economy, Culture and Sports would forward the applications to the Immigration Department requesting a waiver of the visa fees. **Please note that visas are not issued at the point of entry into Barbados.**

If transiting through the USA to reach Barbados, please note that a color copy of the U.S. visa is also required.

The required documents must be scanned and emailed to the Permanent Mission of Barbados at oas@foreign.gov.bb, with a copy to the Registration Coordinator, Ms Deone Sandiford, Deone.sandiford@barbados.gov.bb, no later than **September 05, 2019.**

All visa entry requirements for non-nationals may be obtained on the Barbados Immigration Department’s website www.immigration.gov.bb/ Click on Services and then on visa entry (non-nationals).

You may also contact the following office for visa information:

Permanent Mission of Barbados to the OAS
2144 Wyoming Ave N.W.
Washington, D.C. 20008
Tel: (+ 202) 939 9200
Fax: (+ 202) 332 7467
Email: oas@foreign.gov bb

8. **Vaccinations**

Barbados currently requires yellow fever vaccinations for travelers arriving from the following countries with risk of yellow fever transmission:
1. Argentina  
2. Bolivia  
3. Brazil  
4. Colombia  
5. Ecuador  
6. Guyana  
7. Panama  
8. Paraguay  
9. Peru  
10. Suriname  
11. Trinidad and Tobago  
12. Venezuela

Upon their arrival in Barbados, delegates are required to present to customs officials a valid certificate of immunization or exemption certificate. Certificates are not required from delegates travelling to Barbados from Trinidad and Tobago and Guyana. For their safety, all travelers are encouraged to be up-to-date with their tetanus and seasonal flu immunizations.

9. **Arrival at the Airport**

The Government of Barbados will arrange for the transportation of all participants from the airport to the hotels listed under “Accommodation” on September 18th, and from these hotels to the airport on September 20th and 21st. Delegations are requested to provide their itinerary in advance to the National Coordinating Office in Barbados at Rhonda.Greenidge@Barbados.gov.bb with a copy to Cyrilene.Kellman@barbados.gov.bb by September 05, 2019. Airport shuttle service cannot be guaranteed for anyone forwarding this information after that date.

In the event that some delegations decide to use other transportation, it is recommended that they ride or hire only taxis licensed to operate at the Grantley Adams International Airport (IATA Code: BGI).

Taxis may easily be identified by the letter ‘Z’ appearing on the license plate. As you exit customs, you will see a board displaying the standard taxi fares to various points on the island. Be sure to stop for a minute and review these fares.

As you leave the Arrivals Hall, you will be able to locate quickly a friendly taxi driver waiting to take you to your destination. You should agree on the fare and currency (US$1 = BDS$2) before beginning your journey.

10. **Ground Transportation**

The Ministry of Creative Economy, Culture and Sports of Barbados will provide the transportation needed for participants to take part in the activities on the official agenda for the meeting.

11. **Participant accreditation**

Delegations, observers, and special guests are asked to forward their credentials and any other correspondence regarding the Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities to the following address:
Organization of American States
1889 F Street N.W.
Washington, D.C. 20006

Attention: Richard Campbell
Chief, Culture & Tourism Section
Department of Economic Development
Telephone: (+1 202) 370 9022
E-mail: rcampbell@oas.org

With a copy to:
Ms Rhonda Greenidge
Ministry of Creative Economy, Culture and Sports of Barbados
Rhonda.Greenidge@barbados.gov.bb
Telephone: (+1 246) 535-5355

12. Participant Registration

To register, participants must complete the registration form attached to this Bulletin (Appendix I), which must be submitted, by no later than September 13, 2019, to the OAS snoboa@oas.org, with a copy to the National Coordinating Office in Barbados Rhonda.Greenidge@barbados.gov.bb and Deone.sandiford@barbados.gov.bb or complete the online registration form at the following link:

All delegates, including Ministers, Heads of Delegation, and security personnel, are required to submit a completed registration form. Each delegation is responsible for registering all of its participants.

After they have submitted an online completed registration form, by no later than September 13, 2019, participants will receive a Conference I.D. at the Registration Desk at the Hilton Barbados Resort, which will operate from 3:00 pm until 7:00 pm on Wednesday, September 18, 2019. Conference I.D. tags will also be distributed at that Registration Desk on Thursday, September 19, 2019, from 8:00 am to 4:00 pm. For security reasons, Conference I.D.s should be worn for all Conference activities. Delegates will be asked to present an official I.D. to receive the Conference I.D.

13. Working Languages and Documents

The sessions of the Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities will be conducted in the four official languages of the OAS: English, French, Portuguese, and Spanish. Simultaneous interpretation services will be provided in those languages.

The working documents distributed at the meeting will also be in the four languages.
Delegations are urged to bring their laptops, as the meeting rooms will be equipped with wireless Internet to enable them to consult and download all meeting documents posted on the following URL: www.oas.org/MinCulture2019

In keeping with the “print-when-required” policy aimed at reducing of paper consumption, documents will be printed only if strictly necessary.

14. Delegates’ Room and Communications

Wireless Internet will be available for use by delegates at the Hilton Barbados Resort. Participants will be responsible for paying their domestic and international telephone bills.

15. Rooms for Bilateral Meetings

A room will be available for bilateral meetings of Ministers and Heads of Delegation. To reserve the room, kindly e-mail the “Room Request Form for Bilateral Meeting” (Appendix III) to the National Coordinating Office in Barbados, by September 05, 2019 to cyrilene.kellman@barbados.gov.bb indicating ‘Reunión Bilateral / Bilateral Meeting’ in the subject line of the email.

16. Media

An area or room will be available for all Ministers or Heads of Delegation for press conferences and interviews with the media. To make reservations, contact the National Coordinating Office in Barbados: cyrilene.kellman@barbados.gov.bb indicating ‘Sala de prensa/ Press Room’ in the subject line of the email.

17. Medical Care

As the meeting host, the Government of Barbados will provide duly accredited participants with emergency medical care at the site hotel. Via ambulances, medical care will also be provided during the various activities planned for the ministerial meeting.

Participants are responsible for the costs of any subsequent medical care.

Delegations are requested to specify any medical care needs in the ‘Other special personal information’ section of the Travel Schedule form (Appendix II). It is recommended that participants have insurance with international major medical expense coverage. In addition, should any delegate have special transportation needs, he/she is kindly requested to indicate this on the aforementioned Travel Schedule form (Appendix II), to enable the need to be met.

18. Other Items of Interest
a. Business hours

In Barbados, shops are open from 9:00 am to 5:00 pm.

Bank business hours are Monday-Thursday, 8:00 am to 3:00 pm, Fridays 8:00 am to 5 pm. ATMs are available 24 hours daily.

b. Currency

The local currency is the Barbados Dollar ($ or Bds$ or BBD). The Barbadian or Bajan dollar is pegged at BBD $2 = US $1.

In Barbados, stores, shops, hotels and restaurants accept most international credit cards.

c. Local time

The official time in Bridgetown, Barbados is Eastern Caribbean (UTC-4). Barbados is in the Atlantic Time Zone (UTC/GMT – 4).

d. Climate and clothing

The weather in Barbados is generally warm and sunny all year round, with daytime highs averaging 30°C / 86°F. Summer business wear is recommended.

Dress code: Business Casual: This would include Jackets and/or Suits for women and men. Men may wish to wear loose long-sleeved white shirts (guayabera) and dark pants. It is advised that the temperature of the room may require women to use additional shawls or jackets.

e. Electricity

The electric current is 110 volts/50 cycles and 220 volts, Hz.

f. Taxes

A Value Added Tax (VAT) is imposed on sales of most products and services in Barbados.

In general, the VAT rate is 17.5%. Some basic food items are subject to a zero rate (i.e., no VAT is payable).

The VAT amount charged will appear on your check or invoice, if applicable.
g. **Gratuities**

Most restaurants and hotels include gratuities in the bill amount, so any additional gratuity is at your discretion. The standard gratuity rate in Barbados is approximately 10% of the invoice amount.
ANEXO I/APPENDIX I

VIII Reunión Interamericana de Ministros y Máximas Autoridades de Cultura / Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities

FORMULARIO DE INSCRIPCIÓN/ REGISTRATION FORM

19 y 20 de septiembre de 2019 / September 19 and 20, 2019
Bridgetown, Barbados

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<th>País u Organización/Country or Organization</th>
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<tbody>
<tr>
<td>Jefe de Delegación / Head of Delegation</td>
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<tr>
<td>Representante Alterno / Alternate Representative</td>
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<td>Observador Permanente / Permanent observer</td>
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<td>Invitado Especial, Organismo Internacional / Special guest, international organization</td>
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<td>OEA / OAS</td>
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Información Personal / Personal data:

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Por favor enviar este formulario al Departamento de Desarrollo Económico, SEDI de la OEA, a más tardar el 13 de septiembre, 2019. / Please submit this form to the Department of Economic Development, SEDI, OAS, by no later than September 13, 2019. Email: snoboa@oas.org. Telephone: +1(202) 370-9082 cc. National Coordinating Office in Barbados: Deone. Sandiford@barbados.gov.bb. Telephone: 246-535-5849

** Les recordamos a los delegados que además de enviar este Formulario, es necesario que sean acreditados por sus Misiones Permanentes ante la OEA. / We remind delegates that in addition to remitting this form, they must also be accredited by their permanent missions to the OAS
ANEXO II/APPENDIX II

VIII Reunión Interamericana de Ministros y Máximas Autoridades de Cultura / Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities
19 y 20 de septiembre de 2019 / September 19 and 20, 2019
Bridgetown, Barbados

FORMULARIO DE VIAJE / TRAVEL SCHEDULE FORM

| INFORMACIÓN PERSONAL / PERSONAL INFORMATION |
| País / Country |
| Organización / Organization | Ocupación / Occupation |
| Apellidos / Last Name | Nombre / First Name |
| Correo Electrónico / E-mail | Código de Área / Area Code |
| Teléfono / Telephone | Fax: |
| Tipo de pasaporte (Diplomático, Oficial, Regular) / Passport type (diplomatic, official, regular) | Numero de Pasaporte / Passport Number |
| Nacionalidad / Nationality |

| OTRA INFORMACIÓN PERSONAL ESPECIAL / OTHER SPECIAL PERSONAL INFORMATION |
| Alergias / Allergies |
| Medicamentos / Medications |
| Restricciones alimenticias / Food restrictions |
| Requerimientos especiales / Special requirements |

<p>| INFORMACIÓN DE VUELO / FLIGHT INFORMATION |
| Fecha / Date | Desde / From | A / To | Aerolínea y número de vuelo / Airline and flight number | Hora de salida / Departure Time | Hora de llegada / Arrival time |
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<th>Hotel seleccionado / Hotel selected</th>
<th>Habitación / Room</th>
<th>Servicio de Transporte / Shuttle service</th>
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**OTRA INFORMACIÓN RELEVANTE / OTHER RELEVANT INFORMATION**

Por favor enviar este formulario al Departamento de Desarrollo Económico, SEDI de la OEA, a más tardar el **13 de septiembre, 2019** / Please submit this form to the Department of Economic Development, SEDI, OAS, by no later than **September 13, 2019**. Email: snooba@oas.org, Telephone: +12023709082 cc. National Coordinating Office in Barbados: Rhonda.Greenidge@barbados.gov.bb, Telephone: (246) 5355849
ANEXO III/APPENDIX III

VIII Reunión Interamericana de Ministros y Máximas Autoridades de Cultura / Eighth Inter-American Meeting of Ministers of Culture and Highest Appropriate Authorities
19 y 20 de septiembre de 2019 / September 19 and 20, 2019
Bridgetown, Barbados

FORMULARIO DE SOLICITUD DE SALÓN PARA REUNIÓN BILATERAL / ROOM REQUEST FORM FOR BILATERAL MEETING

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Por favor enviar este formulario a la Coordinaclón Nacional de Barbados a más tardar el 05 de septiembre, 2019 / Please submit this form to the National Coordination Office in Barbados by no later than September 05, 2019: cyrilene.kellman@barbados.gov.bb. Telephone: 246-535-5849