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## XXIV INTER-AMERICAN CONGRESS OF MINISTERS AND HIGH-LEVEL AUTHORITIES OF TOURISM

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**March 21-22, 2018**

### INFORMATION BULLETIN

#### 1. INTRODUCTION

The XXIV Inter-American Congress of Ministers and High-Level Authorities of Tourism under the theme *“Connecting the Americas through Sustainable Tourism”* will be held on March 21-22, 2018 in Georgetown, Guyana. The Meeting is jointly coordinated by the Organization of American States and the Department of Tourism, Ministry of Business.

#### 2. VENUE & DATE

All sessions for the Congress will be held at:

Guyana Marriott Hotel Georgetown  
Block Alpha, Battery Road  
Kingston, Georgetown  
Guyana  
Tel #: (+592) 231-1645  
Email: [mhrs.geomc.reservations@marriotthotels.com](mailto:mhrs.geomc.reservations@marriotthotels.com)



The Opening Session will be held at the Guyana Marriot Hotel Georgetown Conference room on Wednesday, March 21, 2018 at 9:00 am. The working sessions will begin right after the Opening Session. The Ministerial meetings are scheduled between 10:00 am to 5:00 pm on March 21 & 22 with an approximate one hour lunch break. Additionally, on the first day of the meeting, a cultural presentation will be made during the lunch hour.

A Welcome Reception for all delegations will be held at the State House (Official Residence of the President of the Cooperative of Guyana) at 7:00 p.m.



### **3. GENERAL COORDINATORS**

#### **National Coordinator**

Mr. Donald Sinclair  
Director General  
Department of Tourism  
Ministry of Business  
229 South Road, Lacytown  
Georgetown  
Guyana  
Tel #: (+592) 226-2505, (+592) 223-5151, (+592) 225-4237  
Cell #: (+592) 673-0550  
Email: don9\_sinclair@yahoo.com

#### **OAS Coordinator**

Mr. Luiz Coimbra  
Coordinator of the General Secretariat of the OAS  
Organization of American States  
Telephone (Landline): +1(202) 370-5083  
Cell phone & WhatsApp: +1(202) 538-0515  
Email: lcoimbra@oas.org

### **4. TRANSPORTATION**

#### **Land**

The Government of Guyana will provide the ground transportation from the airport to the hotel and vice versa for official delegations. Travel from the airport to the Ministerial venue is approximately 45 minutes from the Cheddi Jagan International Airport, and 15 minutes from the Eugene F. Correia International Airport. Delegates will be accompanied by Liaison Officers from the airport to their respective hotels.

Ground Transport is being coordinated by the Protocol Office, Ministry of Foreign Affairs.

## 5. SPOUSES /COMPANIONS

An official program for spouses or companions has not been provided. Any additional person, who is not an official delegate, will not be funded by the Government of Guyana or the OAS.

## 6. MEALS

The Government of Guyana will provide buffet lunch and coffee breaks on the Meeting days.

## 7. HOTEL ACCOMMODATIONS



The principal hotel for the Congress will be the Guyana Marriott Hotel Georgetown.

**Guyana Marriott Hotel Georgetown**  
**Block Alpha, Battery Road**  
**Kingston, Georgetown**  
**Guyana**  
**Tel #: (+592) 231-1645**  
**Email: mhers.geomc.reservations@marriott-hotels.com**

The Government of Guyana will provide accommodation for Heads of Delegation of OAS member states for the Congress at the Guyana Marriott Hotel Georgetown and the Pegasus Hotel. All participants must make their own reservations directly with the hotel online. The group rate is guaranteed for reservations made on or before March 10, 2018. All reservations must be accompanied by a first night room deposit or guaranteed with a major credit card or by the Department of Tourism, Ministry of Business.

In case a Head of Delegation decides to voluntarily extend his/her stay, the costs of the extra nights will be his/her responsibility.

**Suggested Hotels:**

<b>HOTEL</b>	<b>RATES</b>	<b>INCLUDED</b>	<b>ADDRESS</b>	<b>CONTACT INFORMATION</b>
Guyana Marriott Hotel Georgetown	US \$196 per night	Wi-Fi/ Buffet Breakfast	Block Alpha, Battery Road, Kingston, Georgetown Guyana	Tel#: (+592) 231-2480 Website: <a href="#">Book your group rate for CITUR</a>
Pegasus Hotel Guyana	US \$130 single, US \$145 double per night	Wi-Fi	Seawall Road, Kingston, Georgetown, Guyana	Ms. Ruth Samaroo Tel#: (+592) 225-2856 Email: reservations@pegasushotelguyana.com
Roraima Duke Lodge	US \$105 single occupancy and US \$135 double occupancy	Wi-Fi/ Breakfast	94-95 Duke Street, Kingston, Georgetown	Tel#: (+592) 225-9648 Email: ggouveia7@gmail.com
Cara Lodge Hotel	US \$105 single, US \$110 double per night	Wi-Fi/ Breakfast	Quamina Street, Georgetown	Tel#: (+592) 225-5301 Email: reservations@caralodge.com

Any additional person per room attracts a charge of US \$35 + 14% VAT and does not include breakfast.

## 8. OFFICIAL RECEPTIONS

A Welcome Reception will be hosted by the Government of Guyana on March 21, 2018 at the State House (Official Residence of the President of the Cooperative of Guyana) at 7:00 p.m.

All participants to the Congress are invited. The Government of Guyana will provide ground transportation from the Hotel to the reception venue and vice versa in the schedules that will be provided.

## 9. VISA ENTRY REQUIREMENTS

Delegates and other participants will be responsible for meeting all the admission requirements established by the Government of Guyana.

A valid passport (*6 months validity*) is required upon entry into the Cooperative Republic of Guyana. Please see table below for a list of countries that require and do not require a visa to enter the Cooperative Republic of Guyana:

REQUIRE VISA	DO NOT REQUIRE VISA
• Haiti	• Antigua and Barbuda
• Nicaragua	• Argentina
• Paraguay	• Barbados
• El Salvador	• Belize
	• Bolivia
	• Brazil
	• Canada
	• Chile
	• Colombia
	• Costa Rica
	• Dominica
	• Dominican Republic
	• Ecuador
	• Grenada
	• Guatemala
	• Honduras
	• Jamaica
	• Mexico
	• Panama
	• Peru

REQUIRE VISA	DO NOT REQUIRE VISA
	<ul style="list-style-type: none"> <li>• St. Kitts &amp; Nevis</li> </ul>
	<ul style="list-style-type: none"> <li>• St. Lucia</li> </ul>
	<ul style="list-style-type: none"> <li>• St. Vincent &amp; the Grenadines</li> </ul>
	<ul style="list-style-type: none"> <li>• Suriname</li> </ul>
	<ul style="list-style-type: none"> <li>• The Bahamas</li> </ul>
	<ul style="list-style-type: none"> <li>• Trinidad &amp; Tobago</li> </ul>
	<ul style="list-style-type: none"> <li>• United States of America</li> </ul>
	<ul style="list-style-type: none"> <li>• Uruguay</li> </ul>
	<ul style="list-style-type: none"> <li>• Venezuela</li> </ul>

The Department of Tourism will send a letter to the Ministry of Foreign Affairs requesting Visa on arrival for the given delegates. However, the biographic page of the four (4) representatives from the above countries must be sent via email to [don9\\_sinclair@yahoo.com](mailto:don9_sinclair@yahoo.com)/[rbridjlalltourism@gmail.com](mailto:rbridjlalltourism@gmail.com) to be attached with the courtesy letter.

## 10. VACCINES

**Yellow Fever** - Required if traveling from a country with risk of Yellow Fever Vaccine (YFV) transmission and less than one (1) year of age, including transit in an airport located in a country with risk of YFV transmission. For a complete list of countries that require YFV please check: <http://wwwnc.cdc.gov/travel/yellowbook/2016/infectious-diseases-related-to-travel/yellow-fever#4728>

It is the responsibility of the delegate to ensure that their yellow fever vaccines are up to date.

## 11. RECEPTION AT AIRPORT

Upon arrival you will be met by a Tourism Liaison officer with a sign “**XXIV Inter-American Congress of Ministers and High Level Authorities of Tourism.**”

As indicated above, the Government of Guyana will provide transportation for all delegations from the Cheddi Jagan International Airport and the Eugene F. Correia International Airport to their respective hotels upon arrival and from their hotel to the relevant airports upon departure.

## 12. REGISTRATION / ACCREDITATION

**Online Registration** - Participants are requested to confirm their attendance online through the official [Congress web page: https://www.oas.org/forms/TakeSurvey.aspx?SurveyID=XXIVCongressTourism](https://www.oas.org/forms/TakeSurvey.aspx?SurveyID=XXIVCongressTourism) . The registration form should be completed and submitted no later than **March 10, 2018**.

**On-site Registration** - Registration of participants after the deadline above will be possible on **Wednesday, March 21, 2018** beginning at **8:00 am** in the Accreditation Area, which will be outside of the Conference room.

In order to access the rooms where the Congress proceedings will take place, all participants must have an Accredited ID badge which can be collected on-site upon registration. At that time, participants will also be given the official event documents and program.

### **13. DOCUMENTS AND LANGUAGES**

Interpretation in English, Spanish, Portuguese and French will be provided during all plenary sessions of the Congress.

### **14. INTERNET ACCESS**

Officials would be able to gain access to the internet at the Airport and the hotel as these locations provide WIFI.

### **15. LOCAL TIME**

Guyana Time, UTC - 4

### **16. CURRENCY**

The official currency used in Guyana is called Guyana **Dollars**. Exchange rate varies from hotels to banks and cambios. Cash and travellers cheques can be exchanged in hotels, banks and cambios. Current Exchange rate: US \$1.00 - G \$ 210.00

### **17. CLIMATE**

Guyana's climate is warm and tropical throughout the year. There are two rainy seasons in the north of the country; the first from May to mid-August and the second from mid-November to mid-January. The south and the Rupununi region receive one wet season from May to July. All wet seasons may extend into months either side.

### **18. ELECTRIC CURRENT**

The electric current in Georgetown is 110 volts, frequency 60 Hz (50 hz).

### **19. MEDICAL ASSISTANCE**

The Government of Guyana will provide First Aid medical care for the delegations during meeting hours. In addition, an ambulance will be on location at the various events. All expenses incurred must be covered by the patient. Neither the Organization of American States nor the Government of Guyana will be liable for any accident, sickness, or travel complications.

## 20. SECURITY

Throughout the Meeting there will be security provided by the Government of Guyana. It is recommended that participants be cautious with their personal belongings.

### Other Services

The Government of Guyana will provide services from the Guyana Power & Light, Guyana Water Incorporated & Guyana Fire service for the 2 scheduled days of the Congress.

## 21. USEFUL LOCAL PHONE NUMBERS

Police:	911
Firefighters:	912
Ambulance:	913
Tourism Assistance:	592-219-0094/96, 592-225-2505
Cheddi Jagan International Airport:	592-261-2244/592-261-2300
Eugene Correia International Airport:	592-222-4132

## 22. OTHER INFORMATION OF INTEREST

- **Business Hours:**
  - Business hours are from 08:00 am to 05:00 p.m., Monday through Saturday.
  - Banks are open Monday through Friday between 08:00 a.m. and 02:00 p.m.
  - The Government Offices operate Monday through Friday between 08:00 a.m. and 04:30 p.m.