



CARIBBEAN COMMUNITY (CARICOM) SECRETARIAT

DELEGATE INFORMATION SHEET

- ❖ High-Level Advocacy Forum on Statistics: The Urgency of Statistics and the Global Crisis – Enabling Development in the Caribbean Community

**30 July, 2009
Port-of-Spain
TRINIDAD AND TOBAGO**



“Better Statistics for Better Management and Better Development Outcomes”



1. Venue, Date and Time of Meeting

The Meetings/Workshop will take place at The Trinidad Hyatt Regency, located at:

#1 Wrightson Road,
Port-of-Spain, Trinidad,
Republic of Trinidad & Tobago
Tel: 868 623 2222
Fax: 868 821 6401

For further information on facilities at the hotel please visit their website at <http://trinidad.hyatt.com/hyatt/hotels/index.jsp>.

The High Level Advocacy Forum on Statistics: The Urgency of Statistics and the Global Crisis – Enabling development in the Caribbean Community will convene on 30 July 2009, (8:00 a.m. Registration).

NOTE: Delegates of the HLM are expected to be seated at 8.45 a.m. promptly.

2. Funding for Delegates

2.1 Hotel Reservations

A room at the Hyatt Regency would be booked and paid for you, inclusive of taxes associated with the room and breakfast. Participants will be responsible for **ALL OTHER CHARGES** associated with their stay at the hotel.

2.2 Non – Accountable Allowances

Please note that the non accountable allowances for the NSDS are subject to change based on the Per Diem rate of the Ninth European Development Fund (9th EDF).

All non-accountable allowances will cover meals, terminals and incidental expenses and will **ONLY** be paid on presentation of your *incoming boarding pass stub*.

If you are purchasing your own ticket you will receive the full 100% non-accountable. It is extremely important that you submit your *outgoing boarding stubs*, upon arrival in your resident country.

With respect to reimbursement for airline tickets purchased, the Secretariat will only be **reimbursing** for the cost of an **ECONOMY CLASS TICKET BY THE MOST DIRECT ROUTE**, as soon as possible after the meeting. This can only be done upon presentation of the **original invoice and receipt of payment**. Note also the submission of the **stubs of the outgoing boarding passes** above.

3.0 Transportation

Transportation arrangements from the airport to the Hyatt Regency for the Meetings have been arranged with the Government of Trinidad and Tobago/Central Statistical Office. Should you wish to be picked up from the airport, please send us a copy of your travel itinerary.

Taxis are also available at the airport and an average fare from the airport into the city costs US\$25 - US\$30, depending on the time of arrival.

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4.0 Contact Information

In order to facilitate the necessary administrative arrangements, the CARICOM Secretariat requests that a copy of your travel itinerary be sent to the attention of stats1@caricom.org.

5.0 Abstracts, Programme and Presentations at the Meeting

Documentation pertaining to the Meeting is available on the CARICOM website at <http://www.caricomstats.org>.

A multi-media projector will be available to participants for their presentation. Please send all presentations, as soon as possible, before your departure to stats1@caricom.org in order to facilitate uploading on the CARICOM website.

6.0 Health and Safety

Of very high priority is your health and safety at all times. Please note that neither the CARICOM Secretariat nor any of our collaborating organizations or host country would be responsible for your health or for damages arising from any accident that may occur during your stay. You are strongly advised, if you do not already have one, that you take out health and other relevant insurance coverage to assist you with the cost of any illness or accident that may occur during your stay.

7.0 Hosting of Lunch and a Cocktail Reception

The Government of Trinidad and Tobago/ Central Statistical Office will be hosting Lunch and a Cocktail reception on the day of the High Level Forum, 30 July 2009.

We look forward to welcoming you!

DISCLAIMER: The information contained here is intended as a guide only for the benefit of delegates.