



CARIBBEAN COMMUNITY (CARICOM) SECRETARIAT

DELEGATE INFORMATION SHEET

Train the Trainers Caribbean Seminar on International Classifications for
Statistical and Other Labour Market Information

2 – 13 November, 2009

Port-of-Spain
TRINIDAD AND TOBAGO



“Better Statistics for Better Management and Better Development Outcomes”

1. Venue, Date and Time of Workshop

The 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 dates and times for the Workshop are as follows:

2 – 13 November 2009

9:00 am to 4:45 pm ((8:30 a.m. registration on 2 Nov).

There will be no sessions on the weekend (7-8 November).

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

The **non-accountable allowance** that would be paid to delegates of the Workshop is approximately US\$137.00 per night for 13 nights.

Please note that this non accountable allowance for the workshop is subject to change based on the Per Diem rate of the Ninth European Development Fund (9th EDF) at the time of payment.

Non-accountable allowances will cover meals, terminals and incidental expenses and will **ONLY** be paid on presentation of ***your incoming boarding pass(es) stub(s)***.

Since you are purchasing your own ticket you will receive the full 100% non-accountable. It is extremely important that you submit your ***outgoing boarding pass(es) stub(s)***, 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 TICKETS 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**. (These

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can be submitted to the Secretariat's representative at the same time as the incoming boarding pass(es) stub(s).) Note also the submission of the **stubs of the outgoing boarding passes** above.

3. Transportation

You will be responsible for your own transportation arrangements. Taxis are 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.

4. 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.

5. Laptop:

In order to fully participate in the Workshop you are required to bring along your laptop. Please ensure that you have administrative rights or know the administrative password to your laptops in the event that you need to install any software.

6. 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 Romona Carrico at rcarrico@caricom.org and copied to stats1@caricom.org.

We look forward to welcoming you!

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

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SPECIAL NOTE ON BOARDING PASS STUBS

Where the journey involves two legs/phases, PARTICIPANTS ARE ASKED TO BE PARTICULARLY CAREFUL IN **AVOIDING THE LOSS OF THE BOARDING PASS STUB FOR THE FIRST PHASE** OF THEIR JOURNEY AS THEY ENTER THE SECOND PHASE. This may occur in the following way:

1. Two boarding passes may be issued at the first phase of the journey for the first phase and the second phase respectively. e.g. Assume that the journey is from Barbados to Georgetown involving Barbados to Port-of-Spain followed by Port-of-Spain to Georgetown on the same carrier. It is often the case that on arrival in Port-of-Spain a NEW BOARDING PASS may be issued for the final leg of the journey with the airline agent disposing of the boarding pass that was issued for this same leg in Barbados. The problem is the BOARDING PASS STUB for the first phase of the journey is often attached and this therefore can be lost.
2. Using the same scenario above, on arrival in Port of Spain, you may have to go to the Intransit desk where your boarding pass would be taken for the INTRANSIT stamp to be applied. The agent may detach the BOARDING PASS for the first leg of the journey and discard in the process of stamping the boarding pass for the second leg of the journey.

**Suggestion: Prior to beginning the second phase (preferably before disembarking)
PLEASE SECURE THE BOARDING PASS FOR THE FIRST PHASE**

It may seem as if the above is obvious but we have seen it happen and particularly if you are rushing between the two phases of the journey it is the easiest way to lose your boarding pass stub.

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