

LOGISTICS NOTE

	<p align="center"> GEC annual summit "Green enterprises: driving the transition from local to global" Hilton Trinidad and Conference Centre Lady Young Road <u>Wednesday 01 to Friday 03 November 2017</u> </p>	
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<p>Passport/Visas</p>	<p>Participants should ensure that they have all necessary travel documents, including a valid passport, visas (if applicable) and medical certificates with vaccination records (if required) to allow them to enter and remain in Trinidad and Tobago for the duration of the meeting.</p> <p>CANARI will reimburse participants for the costs of visas if required <u>upon submission of the relevant receipts</u>.</p>
<p>International transport</p>	<p>Air travel International and regional participants are responsible for their own bookings. However, you can contact Patricia Franco at logistics@canari.org or the numbers below should you require logistical support.</p> <p>The contact numbers are: 1 868 626 6062 (office) 1 868 702 5673 (Mobile)</p> <hr/> <p>In transit costs International and regional participants are responsible for their own bookings.</p>
<p>Arrival and departure arrangements</p>	<p>Upon your arrival in Trinidad, there will be several taxis waiting just outside of the airport. Please use the Piarco Airport Taxi Cooperative Society to take you to your destination.</p> <p>If you would prefer to use the taxi service which CANARI is using, we can recommend Pishon Services. The fare from the airport to the Hilton is US\$30 (approximately TT\$190) between 6:00am – 10:00pm and US\$45 (approximately TT\$270) between 10:00pm – 6:00am. If you would like, we can inform Pishon Services of your arrival date and time and a driver will meet you just outside of the arrival gates with a CANARI sign boldly displayed. You will be asked to pay your transportation.</p> <p>Alternately, you can contact Pishon Services at pishon_2001@hotmail.com or 1 868 625 8554 (O) and 1 868 493 8403 (M) to make your own arrangements.</p>

Place and dates of the meeting	<p>Meeting date and location:</p> <p>Wednesday 01 November 2017 – Green Market at Santa Cruz. A separate logistics note is provided for this.</p> <p>Thursday 02 – Friday 03 November 2017 - Scarlet Ibis Room of the Hilton Trinidad and Conference Centre</p>
Dress Code	The meeting is informal so work casual clothes are acceptable. Please see the field trip logistics note for the attire for the field trip.
Accommodation	<p>CANARI has reserved a limited number of standard accommodation at the:</p> <p style="text-align: center;"> HILTON TRINIDAD AND CONFERENCE CENTRE 1B Lady Young Road, Belmont, Port of Spain, Trinidad Tel: 1 868 624 3211 ext. 6007 Fax: 1 868 625 9710 Mobile: 1 868 796-6270 Email: Kelly Wahid <Kelly.Wahid@Hilton.com> Website: trinidad.hilton.com </p> <p>Indicate that you are part of the conference taking place from November 01 to November 03, 2017 if making a booking there to receive the special rate of US\$119 + taxes. You are responsible for all room charges.</p> <p>There are several other hotels and bed and bed-and-breakfasts in and around Port of Spain that you can use for accommodation. CANARI has made no special arrangements with these establishments for accommodation. These include but are not limited to:</p> <p>Kapok Hotel - 16-18, Cotton Hill Rd, Port of Spain - (868) 622-5765</p> <p>Hyatt Regency Trinidad - 1 Wrightson Rd, Port of Spain - (868) 623-2222</p> <p>Coblentz Inn Boutique Hotel - 44 Coblentz Avenue, Cascade, Port of Spain - (868) 621-0541</p> <p>The Normandie Hotel & Conference Centre - 10 Nook Ave., St Anns, Trinidad – (868) 624-1181 or (868) 387-1242</p>
Electricity	The electricity voltage on the island is 110 Volts. Please bring an adaptor for your electronic devices if they are not compatible with the voltage that is used on the island.
Internet	Wireless internet access is available at the conference room at the Hilton Trinidad and Conference Centre.
Security	<ul style="list-style-type: none"> • Participants should exercise due care and attention to their surroundings to ensure that their safety is maintained throughout their stay. • The hotel normally has security on and around the property.

	<ul style="list-style-type: none"> • Participants should check their rooms to ensure that sufficient safety facilities are available and properly functioning (door locks, door chains, telephone, windows, etc.), and contact hotel management if any of these facilities are not working. • Be wary of people hanging around inside and outside the hotel. <p>If you note anything or anyone suspicious, you are asked to kindly notify the hotel, and advise the CANARI representative.</p>
Meals	On the meeting days, meeting breaks and lunch will be provided for all participants by CANARI. No reimbursement will be paid for any meals that are not taken with the group.
Per diem	CANARI will not provide per diem for participants paying their own way.
Non-reimbursable expenses	The following costs are also not covered: laundry, mini bar in the room, paid television, communication costs (internet, e-mail, telephone or mobile and fax), meals out of the group, and all other personal expenses.
Sickness or accident	<p>Participants are reminded to walk with their own personal medical supplies.</p> <p>In case of accident or sickness during the event, please notify a CANARI staff member, who will assist in any way that they can. However, CANARI is not able to bear any costs arising out of sickness or injury. Participants should therefore consider securing travel insurance to cover such eventualities.</p>