



*International Civil Aviation Organization*

North American, Central American and Caribbean Office

**Twenty First Meeting of Directors of Civil Aviation of the Eastern Caribbean  
(21<sup>st</sup> E/CAR DCA)**

Tortola, British Virgin Islands 11 to 14 February 2008

21<sup>st</sup> E/CAR DCA-IP/01

23/10/07

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## GENERAL INFORMATION

### 1. Site and dates of the meeting

The working sessions of the 21<sup>st</sup> Eastern Caribbean Directors of Civil Aviation Meeting, will take place at the Long Bay Beach Resort & Villas, Tortola, British Virgin Islands from 11 to 14 February 2008.

### 2. Address and contact numbers

**Name of the Meeting Coordinators:** Adelka Spencer/Karen Burton  
**Title** : Administrative Assistant/Executive Secretary  
**Address** : Air Safety Support International  
Milburn House  
Old Parham Road  
St. John's, Antigua  
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[karen.burton@caribairsafety.aero](mailto:karen.burton@caribairsafety.aero)

### 3. Participants Registration

Delegate registration will take place on Monday, 11 February 2008, from 08:30 to 09:00 hours.

### 4. Opening of the Meeting

The opening session of the 21<sup>st</sup> Eastern Caribbean Directors of Civil Aviation Meeting will take place on Monday, 11 February 2008 at 09:00 hours at the Pelican Conference Room of the Long Bay Beach Resort.

### 5. Temperature

During the month of February, the temperature in Tortola, British Virgin Islands, ranges from 75°F to 85°F. The average humidity is low.

### 6. Money exchange

The US Dollar is the national currency. After your arrival, you may exchange monies at local banks at the airport or in the city.

## 7. Credit cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: American Express (AMEX), MasterCard and Visa.

## 8. Lodging:

We have managed to obtain a superior room rate for the Members of this Meeting at the Long Bay Beach Resort. Information on the Long Bay Beach Resort and additional hotels, are as follows:

Name of Hotel	Telephone/Fax/Email	Room Rates	Taxi From Hotel to Conference
Long Bay Beach Resort	Tel: (284) 852-3469 Fax: (284) 495 4566 Email: <a href="mailto:Roxanne@longbaybvi.com">Roxanne@longbaybvi.com</a>	\$160.40 (inclusive of tax and breakfast)	Conference will be held here
Treasure Isle Hotel	Tel: (284) 494-2501 Fax: (284) 494-2507 Email: <a href="mailto:treasureislebvi@yahoo.com">treasureislebvi@yahoo.com</a>	\$250.00 Plus 17% tax single & double (breakfast not included)	\$25.00
Village Cay Hotel & Marina	Tel: (284) 494-2771 Fax: (284) 494-2773 Email: <a href="mailto:maureen@vcmarina.biz">maureen@vcmarina.biz</a>	\$210.00 plus 7% tax - single \$220.00 Plus 7% tax -double (breakfast not included)	\$25.00
Maria's By The Sea	Tel: (284) 494-2595 Fax: (284) 494-2420 Email: <a href="mailto:mariasbythesea@surfbvi.com">mariasbythesea@surfbvi.com</a>	\$180.00 Plus 17% tax single & double (breakfast not included)	\$25.00

## 9. Hotel Reservation

Reservation Contact: Adelka Spencer  
Tel. No.: (268) 481-1921  
Fax No.: (268) 481-1930  
Email: [adelka.spencer@caribairsafety.aero](mailto:adelka.spencer@caribairsafety.aero)

Participants **MUST** make their reservations directly with the hotel and **MUST** indicate that they are attending the 21<sup>st</sup> Eastern Caribbean Directors of Civil Aviation Meeting in order to take advantage of the special rate. Bookings are to be confirmed by latest 5<sup>th</sup> January 2008. Bookings after that date will be subject to availability due to high occupancy at the time.

**10. Local transportation**

The recommended methods of transportation are taxis.

**11. Hospitals**

If necessary, emergency services are available at Peebles Hospital, Road Town, Tortola, Telephone Number (284) 494-3497.

**12. Commercial working hours**

In the City from 8:30 to 5:00 hours approximately.

Banks, Monday to Thursday from 8:30 to 4:00 and Fridays 8:30 to 5:00 hours.

In malls/shopping centres from 9:00 to 5:00 hours approximately

**13. Electricity**

110 Volts is the hotel standard. If 220 Volts are required, please request information at hotel registration.

**14. Visa**

To be verified at embassies and consulates missions in respective States.

**15. Others**

Tax charged to purchases is 0% and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, then they are at your discretion. However, 10% - 20% is the norm.

The Airport departure tax is US\$20.00.