



International Civil Aviation Organization

North American, Central American and Caribbean Office

Third Radar Sharing Task Force Meeting (RSTF/3)

Port of Spain, Trinidad and Tobago, 18 to 19 October 2004

Special Eastern Caribbean CNS Meeting (S-E/CAR CNS)

Port of Spain, Trinidad and Tobago, 20 to 22 October 2004

RSTF/3 & S-E/CAR CNS-IP/01

21/09/04

GENERAL INFORMATION

(Presented by the Secretariat)

1. Site and dates of the meeting

The working sessions of the Special Eastern Caribbean CNS Meeting will take place at the Normandie Hotel, St. Anns, Port of Spain, Trinidad and Tobago, *from 20 to 22 October 2004*.

The Rapporteur of the Radar Sharing Task Force convened to the Third Meeting that will take place at the same site of the above-mentioned Meeting, *on 18 and 19 October 2004*.

2. Address and contact numbers

Mr. Trevor Dowrich

Trinidad and Tobago Civil Aviation Authority

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3. Participants Registration

The delegates' registration will take place on Wednesday, 20 October 2004, from 08:30 to 09:00 hours.

4. Opening of the Workshop

The opening session of the Third Radar Sharing Task Force Meeting will take place on Monday, 18 October 2004, at 09:00 hours at the Conference Room of the Normandie Hotel.

The opening session of the Special Eastern Caribbean CNS Meeting will take place on Wednesday, 20 October 2004, at 09:00 hours at the Conference Room of the Normandie Hotel.

5. Temperature

During the month of October, the temperature in Trinidad and Tobago normally ranges from 23°C (74°F) to 32°C (90°F). The average humidity is 29%.

6. Money exchange

The Trinidad and Tobago Dollar is the national currency (\$1.00 US = \$6.30 TT [approximately]). Preferably, after your arrival you may exchange some money 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), Diners, MasterCard and Visa.

8. Lodging:

The suggested hotel, applying special fees to all participants of the Meeting, is the following:

HOTEL	STANDARD (ONE BED)	STANDARD (TWO BEDS)	LOFT (THREE BEDS)
<i>THE NORMANDIE HOTEL</i>	<i>US\$95.00</i>	<i>US\$108.00</i>	<i>US\$125.00</i>

Reservation: Tel. No. (868) 624-1181
Fax: No. (868) 624-0108
E-mail: info@normandie.tt.com

Rates are valid from 17th to 23rd October 2004 and are inclusive of 10% Service Charge, 10% Government Tax and Buffet Breakfast.

Participants are requested to make their reservations directly with the hotel and should indicate that they are attending the Special Eastern Caribbean CNS Meeting in order to enjoy the special rate.

9. Other Hotels

HOTEL	ROOM RATES
The Cascadia Hotel Ariapita Avenue St. Anns Tel: (868) 623 4208-9 / 3511 e-mail: info@cascadiahotel.com Web page: www.cascadiahotel.com	<u>Caricom Rates</u> Single US\$90.00 Double US\$95.00 <u>International Rates</u> Single US\$102.00 Double US\$114.00 <i>Includes Breakfast and Taxes</i>
Kapok Hotel 16-18 Cotton Hill St. Clair, Port of Spain Tel: (868) 622-5765 Fax: (868) 622-9677 e-mail: stay@kapok.co.tt Web page: http://kapok.co.tt/	Single US\$121.00 Double US\$137.50 <i>Includes Breakfast & Taxes</i>
The Chancellor 5 St. Anns Ave St. Anns Tel: (868) 623-0883	Single US\$115.00 Executive US\$145.20 <i>Includes Taxes</i>
Crowne Plaza Wrightson Road Port of Spain Tel: (868) 625-3361-8 Fax: (868) 625-4166 e-mail: crowneplaza@tstt.net.tt ; eoffice@crowneplaza.co.tt Web page: http://kapok.co.tt/	Single US\$175.45 Double US\$205.70
Trinidad Hilton Lady Young Road, Morvant Port of Spain Tel: (868) 624-3211/3111 Fax: (868) 624-4485 e-mail: hiltonpos@wow.net Web page: http://www.hilton.com/hotels/POSHITW/	Standard Room US\$220.00

10. Local transportation

The recommended methods of transportation are taxis.

11. Hospitals

If necessary, emergency services are available in Trinidad and Tobago. More information is available on inquiry at your hotel.

12. Commercial working hours

In the City from 08:00 to 16:00 hours

Shopping: Most Malls from 10:00 to 20:00 hours.

Banks: Monday to Thursday from 08:00 to 14:00 and on Fridays 08:00 to 13:00 hours and from 1500 to 1700 hours. In malls/shopping centres from 10:00 to 18:00 hours.

13. Electricity

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

15. Visa

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

16. Others

Tax charged to purchases is 15% 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% is the norm.

The Airport departure tax with Airport Security fee included is TT \$100.00.