

APPENDIX A



*International Civil Aviation Organization
North American, Central American and Caribbean Office (NACC)
**First Meeting of the Aviation Security and Facilitation Regional Group
(AVSEC/FAL/RG) for the NAM/CAR/SAM Regions and ICAO AVSEC Seminar**
Port of Spain, Trinidad and Tobago, 10 to 14 May 2010*

GENERAL INFORMATION

1. Event Venue and Dates

The Seminar and Meeting will take place at the Calypso Lounge of the Crown Plaza Hotel in Port Spain, Trinidad and Tobago, from 10 to 14 May 2010

2. Meeting's Coordinator and Assistant, Address and Contact Numbers in Trinidad and Tobago.

*Mr. Ted Martin, Aviation Security Officer
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Trinidad & Tobago Civil Aviation Authority
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3. Accommodation information

The hotels, offering special rates to participants of the Meeting and Seminar, are the following:

HOTEL	SINGLE/DOUBLE ROOM
CROWNE PLAZA TRINIDAD Address – Wrightson Road, Port of Spain Tel.: 1 868 625-3361-8 Fax: 1 868 625 4166 E-mail: eeoffice@cplazahotel.com Web: www.crowneplaza.com/trinidad	US\$155.00 Single plus 10% Service charge & 10% GT Inclusive of full buffet breakfast US\$175.00 Double plus 10% Service charge & 10% GT Inclusive of full buffet breakfast
COURTYARD MARRIOTT Address – Invader's Bay, Audrey Jeffers Highway, Port of Spain Tel.: 1 868 627-5555 Fax: 1 868 627-6317 Web: www.marriott.com	USD\$179.00 Single plus 10% GT and 10% Service charge <i>Rate Includes breakfast</i>

HOTEL	SINGLE/DOUBLE ROOM
HYATT REGENCY TRINIDAD Address – No. 1 Wrightson Road, Port of Spain Tel.: 1 868 623-2222 Fax: 1 868 621 6401 Web: www.trinidad.hyatt.com LOCATED DIRECTLY OPPOSITE THE CROWNE PLAZA HOTEL	USD\$209.00 Single plus 21% taxes/service charge and inclusive of full buffet breakfast Kindly ask for the “T&T Civil Aviation Authority” Rate.

Participants **should** make their reservations directly with the hotel or contact anyone of the Coordinators listed above. For reservations at the Crowne Plaza, participants are asked to indicate that they are attending the “***Civil Aviation Authority Conference***” in order to enjoy the special rate. Participants must provide a credit card number to confirm reservations. Bookings are to be confirmed by April 30, 2010. Bookings after that date will be subject to availability due to high occupancy at the time.

4. Documentation Link

The documentation for the Meeting will be posted on the ICAO NACC Regional Office Website; participants should check the website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically on a laptop) to the Meeting; no hard copies will be available for distribution.**

<http://www.mexico.icao.int/Meetings/Meetings.html>

Click on “May/Mayo”

Click on “WPs/IPs” located next to the name of the meeting.