



International Civil Aviation Organization

North American, Central American and Caribbean Office (NACC)

**Twenty Second Meeting of Directors of Civil Aviation of the Eastern Caribbean
(E/CAR/DCA/22)**

Port of Spain, Trinidad and Tobago, 8 to 11 December 2009

E/CAR/DCA/22 — IP/01

18/11/09 – Revised 2

GENERAL INFORMATION

1. Venue and Dates

The Twenty Second Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/22) will be held in the Hyatt Regency Hotel, Port of Spain, Trinidad and Tobago from 8 to 11 December 2009.

2. Address and contact numbers

Name of the Meeting's Coordinator

Ms. Hema Dass

Executive Assistant

Trinidad & Tobago Civil Aviation Authority

Golden Grove Road, Piarco

Republic of Trinidad and Tobago

Fax: 1 868 669 5397

Telephone: 1 868 669 4302

E-mail: hdass@caa.gov.tt

3. Participants Registration

The delegates' registration will take place on Tuesday, 8 December 2009, from 08:30 to 09:00 hours.

4. Opening of the Meeting

The opening session of the Twenty Second Meeting of Directors of Civil Aviation of the Eastern Caribbean (E/CAR/DCA/22) will take place on Tuesday, 8 December 2009, at 09:00 hours in the Topaz Room of the Hyatt Regency Hotel, Trinidad.

5. Temperature

Trinidad and Tobago have two main seasons – the Dry Season, from January to May and the Wet or Rainy Season, from June to December. The islands share an average daytime temperature of 28°C that is warm but not unpleasantly humid and nights that are pleasantly cool.

6. Money exchange

The TT Dollar is the national currency (\$1.00 USD = \$6.333 TTD). Preferably, after your arrival you may exchange currency 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 hotels, applying special fees to all participants of the Meeting, are the following:

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	Single Occupancy US\$209.00 Double Occupancy US\$219.00 Rate are subject to 21% service charge and taxes and inclusive of Buffet breakfast at the Waterfront restaurant. In addition, participants are asked to kindly complete the attach reservation form and must include their credit card details and re-submit to Ms. Hema Dass. The reservations would be made and Hyatt will email you your confirmation codes. As a reminder, reservations must be made as soon as possible to enjoy these reduced rates.
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% Govt Tax and 10% Service Charge <i>Rate Includes breakfast</i> <i>This Rate is valid until Friday October 16, 2009</i>
CROWNE PLAZA TRINIDAD Address – Wrightson Road, Port of Spain Tel.: 1(868) 625-3361-8 Fax: 1(868) 625 4166 Web: www.crowneplaza.com/trinidad Note: Crowne Plaza is located directly opposite the Hyatt Regency Trinidad. Note : Lower rates may be available on the web depending on dates and availability.	US\$211.75 Single Includes: Taxes and breakfast US\$235.95 Double Includes: taxes & breakfast

9. Hotel reservations

Reservation Assistant Contact:

Name - Hema Dass

Fax: 1(868) 669-3152

Telephone: 1(868) 669 4302

E-mail: hdass@caa.gov.tt

Participants **SHOULD** make their reservations directly with the hotel and indicate that they are attending the ***ICAO E/CAR/DCA/22 Meeting*** in order to enjoy the special rate. Participants must provide a credit card number to confirm reservations. Bookings are to be confirmed by latest November 20, 2009. 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; for more information inquire at www.gov.tt

12. Commercial working hours

- Commercial working hours in the City are from 8:00 am to 4:30 pm approximately.
- Banking hours are from 8:00 a.m. - 2:00 p.m., Monday to Thursday.
- Fridays, banks open from 8:00 a.m. until noon, then resume 3:00 p.m. to 5:00 p.m.
- Banks in mall/shopping plazas are open from 10:00 a.m. to 6:00 p.m.
- You can also exchange currency at cambios or bureaux de change.
- In addition, most Automatic Teller Machines (ATMs) will accept international credit cards.

13. Visa

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

14. Others

Tax charged to purchases is 15% VAT 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.

Hyatt Regency Trinidad Reservation Form		
Type (Please tag)	☐ Reservation	☐ Cancellation
Hotel Name		
Arrival Date		
Departure Date		
Number of rooms		
Room type		
Occupancy		
Rate Plan		
Guest name		
Gold Passport No.		
Company Name		
CR Number		
Street		
ZIP-Code		
City		
Country		
Phone		
Fax		
E-Mail		
Caller Name		
Caller Phone		
Credit Card + Exp.		
VIP Status		
Estimated Arrival Time		
Flight Number		
Non Smoking yes/no		
Confirmation requested		
Billing Instructions		
Management Rate (Excom Member only)	☐ MGDS _____ USD + tax - authorized by:	
Management Comp Only through GM	☐ MGCM	
Remarks		