



*International Civil Aviation Organization*  
North American, Central American and Caribbean (NACC) Office  
**Aviation Security Certification Systems Workshop**  
**Aviation Security Training Centre (ASTC)**  
(Port-of-Spain, Trinidad and Tobago, 31 March to 4 April 2014)

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## GENERAL INFORMATION

### 1. Venue and dates

The Aviation Security Certification Systems Workshop will take place at the Aviation Security Training Centre (ASTC) at Piarco International Airport, Port-of-Spain, Trinidad and Tobago, from 31 March to 4 April 2014.

### 2. Coordinator

Mr. Oswald Bruce  
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### 3. Registration and opening ceremony

Date	31 March 2014
Participants registration	8:30 hours
Opening ceremony	9:00 hours

### 4. Language

The workshop will be conducted in English.

### 5. General information

#### a) Money exchange

The Trinidad and Tobago dollar (TTD) is the national currency (USD 1 = TTD 6.34). After your arrival currency may be exchange at local banks at the airport or in the city.

#### b) Credit cards

American Express, Diners Club, MasterCard and Visa are accepted by most banks, shops and tourist facilities. ATM accepts debit and credit cards in both Trinidad and Tobago. Traveller's cheques are widely accepted and will often prove the most convenient means of transaction. Banks charge a fee for exchanging traveller's cheques. To avoid additional exchange rate charges, travellers are advised to have traveller's cheques in USD or Pound Sterling.

**c) Commercial working hours**

Commercial working hours in the city are approximately from 8:30 to 17:00 hours. Banks are open from Monday to Thursday, 8:30 to 14:00 hours, and from 8:30 to 16:00 hours on Friday. In malls/shopping centres hours are from 9:00 to 18:00 hours.

**d) Temperature**

During the month of April, the temperature in Trinidad and Tobago ranges from 25°C (76.8°F) to 30°C (87°F); average humidity is 73.2%.

**e) Electricity**

Electricity in Trinidad and Tobago is 115 volts and 60Hz.

**6. Lodging**

<b>Hotel</b>	<b>Rates</b>
<b>Holiday Inn Express Hotel &amp; Suites</b> (located 3 minutes from the Airport)  Tel: +1868 669-6209, Fax: +1868 692-4557 Website: <a href="http://bit.ly/1mJf9U9">http://bit.ly/1mJf9U9</a>	Special rate of USD 205.00 (taxes included) for single or double occupancy.  Your preferred rate is inclusive of the following: Complimentary breakfast Free High speed Internet 24 hour business centre 24 hour fitness centre In-Room safes Coffee-maker Iron and iron-board Return transportation from Piarco International Airport to the Holiday Inn Express and Suites  This hotel is located approximately 30 minutes from the venue of the workshop venue.
<b>Regency Star Hotel</b> (located approximately 3 minutes from airport)  BWIA Boulevard Piarco  Tel: +1 868 669-7827 Fax: +1 868 669-7000 Website: <a href="http://www.regentstarhotel.com">www.regentstarhotel.com</a>	Special rate of USD 148.50 (taxes included) for single and double occupancy.  Your preferred rate is inclusive of the following: Continental breakfast Fine – Dining and casual restaurants, with buffets, bars and live entertainment Over-looking the Piarco International Airport Spa, tennis court and games room High speed wireless Internet Car rental, taxi service and tours  This hotel is also located approximately 30 minutes from the workshop venue.
ICAO course participants are responsible for making their own hotel reservations by contacting the above mentioned hotels or making other arrangements. Holiday Inn and Regency Star offers discounted rates to course participants. Each hotel will offer the best rate available for single or double occupancy.	

**7. Cancellation and no show policy**

Cancellation or changes within seven days prior to 12:01 a.m. local hotel time on the day of arrival will be subject to a maximum one night penalty at the booked rate(s) for each room booked. All Delegates should present a credit card at the reception desk upon check-in for any incidentals; delegates without a credit card should leave a deposit of USD 100.00 along with room accommodation payment.

**Method of payment**

Payment can be made by wire transfer, cash, certified cheque or credit card.

**8. Local transportation**

Shuttle bus service is provided by Holiday Inn Express Hotel and Suites from/to the airport. The Training Centre provides free transportation to its location.

**9. Visa**

For entry, Trinidad and Tobago visitors must have a valid passport (for at least six months from the date of return), a return ticket and sufficient funds to maintain themselves while in the country for the period of the ICAO course. A visa is NOT required by nationals from the EU, USA and Canada.

Nationals not referred to above are advised to contact the embassy/consulate to check visa requirements. Where there is no embassy/consulate in the country of residence, they may apply on arrival for a waiver of visa, subject to prior approval by the immigration division.

Note: ICAO will provide a letter of invitation upon payment of the registration fee. Please be sure to obtain your visa well **in advance of your departure.**

**10. Health**

Participants should have medical insurance or medical coverage from their respective governments to meet expenses, if any, towards sickness or a medical emergency during the above-named event ICAO.

Tetanus vaccinations, inoculations against hepatitis A & B, and yellow fever are recommended as precautionary.