

**AVIATION SECURITY (AVSEC) RISK MANAGEMENT OVERVIEW WORKSHOP FOR
ARUBA, BONAIRE, CURACAO, GUYANA, SINT MAARTEN, SURINAME AND
TRINIDAD & TOBAGO
Suriname, 4-8 February 2013**

GENERAL INFORMATION

1. Event Venue and Dates

The workshop will take place at the Courtyard by Marriott Hotel in Paramaribo, Suriname, from 4 to 8 February 2013.

Hotel Courtyard by Marriott
Anton Drachtenweg 52-54
Paramaribo - Suriname
Telephone: 597-456000
Fax: 597- 456677
www.marriott.com/pbmcy

2. Coordinators:

Ms. Cindy Toemin

Ministry of Transport, Communication and Tourism
Prins Hendrikstraat 26-28
Paramaribo, Suriname
Telephone: 597-420422
Mobile: 597-7216082 / 5978586758
Fax: 597-420100
Email: ctoemin@yahoo.com

Mr. Faizel Baarn

Civil Aviation Department Suriname
Ministry of Transport, Communication and Tourism
Coesewijne straat # 1
Paramaribo, Suriname
Telephone:(597) 498901 ext. 235 or (597) 498898
Mobile: (597) 8508416
Fax: (597) 498901
E-mail: legal@cadsur.sr

3. Participants Registration

Delegate registration will take place on Monday, 4 February 2013, from 08:30 to 09:00 hours.

4. Opening Ceremony

The opening ceremony will take place on Monday, 4 February 2013, at 09:00 hours.

5. Language

The workshop will be presented in English.

6. Local Transportation

The recommended methods of transportation are taxis.

7. Exchange

The Surinamese Guilder (SRG) is the national currency. The approximate exchange rate is 1.USD=3,350.00 SRG. After your arrival you may exchange monies at local banks at the airport or in the city.

8. Credit Cards

The international credit cards usually accepted in shopping centres, hotels and restaurants are: MasterCard and Visa.

9. Commercial Working Hours

Banking hours are generally from 8:00 a.m. – 2:00 p.m., Monday to Fridays. Banks located in the malls and shopping plazas are the exception to this rule – they open from 10:00 a.m. until 7:00 p.m. with no closing time in between. Some local branches of banks are open on Saturdays from 09:00 until 12:00 hours.

10. Visas

In relation to visas, the Organization Committee would like to inform that visa requirements application forms can be downloaded from the website: www.surinameembassy.org/mvk_form.pdf . If a participant is unable to obtain a visa form the nearest Suriname Embassy or Consulate, a diplomatic or courtesy visa can be obtained on entry into Suriname.

11. Hospitals

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 seminar. ICAO, The Government of Suriname (Ministry of Transport, Communication and Tourism) takes no responsibility to meet expenses in this regard. If necessary, emergency services are available in Paramaribo; for more information inquire at your hotel or the local Coordinator.

12. Lodging:

Since the Hotel Courtyard by Marriott is the venue of the Workshop, rooms will be reserved for all participants who will be attending the Workshop with a rate that includes breakfast. Participants from out of town are advised to stay overnight at Courtyard by Marriott for the duration of the workshop. A preferential group rate is given for this workshop. ***Kindly confirm your reservation directly to the hotel and to the workshop coordinators.***

Special Group Room Rates including:

- 8% Tax
- 10% Service charge
- International Breakfast buffet
- Shuttle service from the J.A.P International Airport
- Shuttle service to city centre
- Free Parking
- Use of business centre
- Wi-Fi

Room type Single

Deluxe Double Queen \$ 105.00 (Tax & Service charge not included)

Deluxe King \$ 105.00 (Tax & Service charge not included)

For booking of rooms:

Please email Ms. Tirza Burgos at tirza.burgos@courtyard.com

Ms. Carol de Randamie at carol.derandamie@courtyard.com

Phone: 597-456000

Fax: 597-456677

www.resinn.com

Alternative hotel:

Residence Inn Hotel

Anton Drachtenweg # 7

Room rates: Single room: \$ 65.00

Double room: \$ 75.00

For booking of rooms:

Please email Mr. G. Chin A. Joe at g.chinajoe@resinn.com

Phone: 597-521414

Fax: 597-424811

Residence Inn Hotel is approx. 5 minutes in walking distance (300 - 500 meter) from Courtyard by Marriott Hotel. Transportation will not be available for delegates from Residence Inn to the venue of the workshop.

Cancellation and No-Show Policy

Cancellation or changes within 7 days prior to 12:01 a.m. local hotel time on the day of arrival will be subject to a maximum 1 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 credit card should leave a deposit of US\$100.00 along with room accommodation payment.

Method of Payment

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

Banking Details

Please add on an additional fee of US\$25.00 for all bank transfers. When booking, please indicate to the Courtyard by Marriott Hotel or Residence Inn Hotel that you are a delegate/participant of the aforementioned Workshop in order to obtain the special rate.

13. Departure Tax

Departure tax is included in the ticket therefore passengers should not pay any tax at the Airport.

14. Others

For more detailed information, please visit the official tourism website of Suriname at <http://www.visitsuriname.com>