



ICAO

International Civil Aviation Organization  
North American, Central American and Caribbean Office

INFORMATION PAPER

NACC/DCA/5  
14/02/14

**Fifth North American, Central American and Caribbean Directors of Civil Aviation Meeting  
(NACC/DCA/5)**

Port-of-Spain, Trinidad and Tobago, 28 to 30 April 2014

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**GENERAL INFORMATION**

(Presented by the Secretariat)

**1. Venue and Dates**

The ICAO NACC/DCA/5 Meeting will be hosted by the Trinidad and Tobago Civil Aviation Authority. The Meeting will be held at the Hyatt Regency hotel, Port of Spain, Trinidad and Tobago.

**2. Meeting Coordinator Address and Contact Information**

Ms. Hema Dass  
Manager, Administration  
Trinidad and Tobago Civil Aviation Authority  
Caroni North Bank Road, Piarco, Trinidad and Tobago  
Telephone: +868 669-2295 / 4302 / Fax: +868 669-3152, E-mail: hdass@caa.gov.tt

**3. Hotel reservations**

You must present a valid credit card number with expiration date when booking hotels. For reservations at the Hyatt Regency Trinidad, kindly log on to: [https://resweb.passkey.com/Resweb.do?mode=welcome\\_ei\\_new&eventID=10940532](https://resweb.passkey.com/Resweb.do?mode=welcome_ei_new&eventID=10940532)  
**A group rate of USD179.00 has been negotiated just for the meeting. Deadline for reservations is 15 April 2014.**

**4. Registration and Opening Ceremony**

The registration for the NACC/DCA/5 Meeting will take place on 28 April 2014, at 08:30 a.m. followed by the official opening ceremony at 09:00 a.m. in the Jade/Ruby Sapphire Rooms.

**5. Reception**

**A welcome reception will be hosted in your honour on 28 April 2014, at 7:00 p.m.**

**6. 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%.

**7. Money exchange**

The Trinidad and Tobago dollar is the national currency (\$1.00 USD = \$6.34). After your arrival currency may be exchanged at local banks at the airport or in the city.

**8. Credit Cards**

International credit cards usually accepted at shopping centres, hotels and restaurants are: American Express (AMEX), MasterCard and Visa.

**9. Local Transportation**

The recommended methods of transportation are taxis. You can request taxis with the hotel concierge as well as on exiting the airport terminal.

**10. Hospitals**

If necessary, emergency services are available by calling the Eric Williams Medical Sciences Complex at Mount Hope - telephone: +868 645 4673.

**11. Commercial Working Hours**

Commercial working hours in the city are approximately from 08:30 to 17:00 hours. Banks are open from Monday to Thursday 08:30 to 14:00 hours and from 08:30 to 16:00 hours on Friday. In malls/shopping centres hours are from 09:00 to 18:00.

**12. Electricity**

120 and 220 volts are the hotel standard. If higher voltage is required, please request information at hotel registration.

**13. Visa**

To be verified at embassies and consulates in respective States.

**14. Other**

A 17.5% tax is charged on purchases and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, they are at your discretion. However, 10-15% is the norm.

If not included in the airfare, the airport departure tax is approximately USD20.00.

**15. More Information on Trinidad and Tobago**

For more information about Trinidad and Tobago, delegates can visit:  
<http://www.gotrinidadandtobago.com/>