When replying please quote:

Ref.: NT-N1-17.2 — **E.OSG - NACC69856**

18 October 2017

To: States, Territories and International Organizations

Subject: Thirtieth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/30) of the Regional Aviation Safety Group — Pan America (RASG-PA) Port-of-Spain, Trinidad and Tobago, from 14 to 16 November 2017

Action Required: Take note

Sir/Madam,

Further to my communication Ref. E.OSG - NACC68810 dated 29 September 2017, on the Thirtieth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/30) of the Regional Aviation Safety Group — Pan America (RASG-PA), to be held from 14 to 16 November 2017, in Port-of-Spain, Trinidad and Tobago, enclosed please find the General Information.

Accept, Sir/Madam, the assurances of my highest consideration.

for

Melvin Cintron
Melvin Cintron
Regional Director
North American, Central American and
Caribbean (NACC) Regional Office

Enclosure:
As indicated

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Thirtieth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/30) of the Regional Aviation Safety Group — Pan America (RASG-PA)
Port-of-Spain, Trinidad and Tobago, from 14 to 16 November 2017

General Information

1.   Event Venue and Dates

1.1   The Thirtieth Pan America — Regional Aviation Safety Team Meeting (PA-RAST/30) will be hosted by the Trinidad and Tobago Civil Aviation Authority (TTCAA) and held at the Aviation Complex situated on the Caroni North bank Road, Piarco, Trinidad and Tobago, from 14 to 16 November 2017.

1.2   The working language of the event will be English.

2.   Name of the Meeting's Coordinators, Address and Contact Numbers

> **Ms. Teisha Henderson**
> Coordinator of the Meeting
> Trinidad and Tobago Civil Aviation Authority (TTCAA)
> Telephone: (868) 668 8222 Ext. 2128
> Email: thenderson@caa.gov.tt

3.   Participants Registration

Delegate registration will take place on 14 November 2017, from 08:30 to 9:00 hours.

4.   Opening Ceremony

The opening ceremony will take place on 14 November 2017, from 09:00 to 09:30 hours.

5.   Documentation Link

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

https://www.icao.int/NACC/Pages/meetings-2017-parast30.aspx

6. **Accommodation**

The list of Recommended Hotels is presented below.

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

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

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TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY
CARONI NORTH BANK ROAD, PIARCO

LIST OF RECOMMENDED HOTELS

Name of Hotel	Address / Telephone / Email / Web	Rates (US Currency)
Hyatt Regency	1 Wrightson Road, Port of Spain Tel: 1 868-623-2222 Website: www.trinidadhyatt.com email: trirt.reservation@hyatt.com	Standard Room – Business Plan – City view • **Standard Rooms inclusive of taxes and breakfast** ➢ Single $229.63 ➢ Double : $229.63
Radisson hotel Trinidad	1 Wrightson Road, Port of Spain (868) 625-3361	
Courtyard by Marriott Trinidad	Invaders Bay, Port of Spain Tel: 1 868 627 5555	**$211.75 (tax included) per room per night** Internet complimentary Breakfast for one
Hilton Trinidad	**Hotel Reservations contact details-** Email: *reservations.trinidad@hilton.com* Phone: *(868) 624 3211 ext 6040/6041/6042*	Standard King Rooms $129.00 plus taxes Standard King Rooms Bed and breakfast package $148.00 plus taxes Double $139.00 plus taxes
Kapok Hotel	16-18 Cotton Hill St. Clair, Trinidad West Indies (t) 1-868-622-5765 (f) 1-868-622-9677 **stay@kapokhotel.com**	**Standard US$167.33 (tax inclusive)** Breakfast and Internet included
Regent Star	118-119 BWIA Boulevard, Piarco Tel: 1 868 669 7827 Email: regentstarmarketing@yahoo.com	**Double:$154.00** **Single: $140.80** per night inclusive of breakfast and taxes. TTCAA Code: **CAARS01**

Holiday Inn Express	Trincity, Trinidad Tel :1 868 669-6209 Ms. Jemma John	$184.69 plus taxes ➢ Breakfast- complimentary ➢ Internet - complimentary ➢ Shuttle service to airport and Trincity Mall – complimentary
Palms Hotel	**35 A Eastern Main Road Arouca** **Tel 1 868 692-4529**	**STD: US$85.00 Single** **Superior: US$100.00** **Quad Room : USD$125.00 for 2 persons** **Inclusive of Continental Breakfast and taxes** **Internet – complimentary**

All prices quoted in US Currency.