



منظمة الأغذية
والزراعة للأمم
المتحدة

联合国
粮食及
农业组织

Food and
Agriculture
Organization
of the
United Nations

Organisation des
Nations Unies
pour
l'alimentation
et l'agriculture

Продовольственная и
сельскохозяйственная
организация
Объединённых
Наций

Organización
de las
Naciones Unidas
para la
Alimentación y la
Agricultura

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Roundtable Meeting on the 2020 World Programme for the Censuses of Agriculture, Port of Spain, Trinidad and Tobago, 22-26 May 2017

INFORMATION NOTE FOR PARTICIPANTS

1. VENUE

The meeting will be held in Port of Spain, Trinidad and Tobago at the Courtyard by Marriot Hotel.

Courtyard by Marriot Hotel's address:

Invader's Bay, Audrey Jeffers Highway,

Port of Spain, Trinidad and Tobago

Tel: (868) 627-5555. Fax (868) 627-6317

Website: <http://www.marriott.com/hotels/travel/poscy-courtyard-port-of-spain/>

2. MEETING ARRANGEMENTS

The normal working hours of the roundtable meeting will be 08.30 to 17.00 hours, unless otherwise specified by FAO. The roundtable meeting timetable and detailed arrangements will be communicated directly to the accepted participants in due course.

Working language: The roundtable meeting will be conducted in **English**.

3. ACCOMMODATION

The Caribbean Network for Integrated Rural Development (CNIRD) is assisting FAO with the logistical arrangements and has secured accommodation bookings for all participants at the Marriot Hotel. Accommodation is inclusive of daily breakfast plus privileges for participants including unlimited use of wireless internet in their rooms.

Check-in / Check-out time:	Check-in	23 May 2017 after 15.00 hours
	Check-out	26 or 27 May 2017 before 12.00 hours

4. REGISTRATION

All participants that registered with CNIRD and FAO filling the form at Annex-A sent in this Note will obtain hotel reservation and visa support. This information will also support the CNIRD in preparation of roundtable meeting badges and documentation for the participants which can be collected from the registration desk on Monday, 22 May 2017 from 08.30 – 09.00 hours at the venue.

5. LOGISTIC ARRANGEMENTS

FAO will cover air ticket costs (via the least costly and most direct route) for participants through CNIRD. Participants are required to make an advanced purchase of their own tickets once CNIRD approves the costs of the tickets. The participants will receive reimbursement upon registration at the roundtable meeting venue. FAO will cover hotel accommodation cost for sponsored participants and CNIRD will settle the bill with the hotel directly. In addition, the participants will receive a reduced Daily Subsistence Allowances (DSA) for Port of Spain (after discounting hotel bill and some meals that will be provided by the organizers) plus a flat sum of terminal expenses as per FAO regulations.

6. FORMALITIES FOR ENTRY INTO TRINIDAD AND TOBAGO

Please note the foreigners seeking entry into Trinidad and Tobago must possess a passport or travel document with validity note less than 6 months. Visa is not required for participants from CARICOM countries. Those holding a diplomatic/official passport may enter Trinidad and Tobago without a visa. However, it is advised that participants should contact a Trinidad and Tobago Embassy or Consulate-General at their point of origin of the most up-to-date information on visa requirements. For more information, please refer to the following websites:
<http://www.immigration.gov.tt/Services/Visas.aspx>

7. TRANSPORTATION BETWEEN PIARCO INTERNATIONAL AIRPORT AND THE HOTEL

Participants need to arrange their own transport between the airport and the hotel. The airport is located approximately 45 minutes from the airport and is primarily serviced by taxis.

Public Taxi

Taxis from the airport are readily available located on the Arrival hall of the international Airport. The one-way fare from the airport to the city is around USD \$40. <http://www.tntairports.com/piarco/taxi.html>

8. CURRENCY AND FOREIGN EXCHANGE SERVICES

The monetary unit of Trinidad and Tobago currency is the Trinidad and Tobago dollar. The current exchange rate (February 2017) is approximately: USD1 = TTD6.1. All major credit cards are readily accepted in Trinidad and Tobago. US Dollar traveler cheques can be conveniently cashed at the banks and authorized money changers. Exchange facilities are available at the Airport, at the banks and at exchange counters in many locations in Port of Spain.

9. CLIMATE

Trinidad and Tobago has a tropical climate with 2 distinct seasons: the wet season in June – December and the dry season May-December. The climate in May in Port of Spain should be humid and rainy. Temperature ranges from 30°C to 32°C.

10. ELECTRICITY

The electricity current is 110 – 120 Volt AC throughout the country. There are many types of plugs and sockets in use. Traveler with shavers, tape recorders and other appliances should carry a plug-adaptor-kit.

11. CONTACT

Correspondences concerning logistic arrangements of roundtable meeting should be addressed to:

Ms Marissa Mohamed

Executive Director
#5 Tunapuna Road, Tunapuna
Trinidad and Tobago
Tel: (868) 773-5205
E-mail: mohamedmarissa@gmail.com

Correspondences concerning technical aspects of the roundtable meeting should be addressed to:

Mr. Jairo Castano

Senior Statistician and Leader
Agricultural Censuses and Surveys Team
Statistics Division, FAO Rome
E-mail: jairo.castano@for.org

