

October 2005



<b>WESTERN CENTRAL ATLANTIC FISHERY COMMISSION (WECAFC)</b>
Twelfth Session
<b>WECAFC LESSER ANTILLES FISHERIES COMMITTEE</b>
Ninth Session
Port of Spain, Trinidad and Tobago, 25-28 October 2005
<b>INFORMATION NOTE</b>

## CONFERENCE ARRANGEMENTS

1. The Twelfth Session of the Western Central Atlantic Fishery Commission (WECAFC) and the Ninth Session of the WECAFC Lesser Antilles Fisheries Committee will be held at the Crowne Plaza Hotel, Wrightson Road, Port of Spain, Trinidad and Tobago, from 25 to 28 October 2005.
2. The proposed working hours of the Sessions will be from 09:00 to 13:00 hours and from 15:00 to 18:00 hours, unless otherwise decided by the Meeting.

## WORKING LANGUAGES

3. The Sessions will be conducted in English, French and Spanish. The documentation will also be issued in English, French and Spanish.

## DOCUMENTATION

4. The meeting documents will be posted periodically on the WECAFC site, as they become available. Participants, who are not able to access the website, should inform the FAO Subregional Office and the meeting documents will be sent to them via E-mail. Please check the FAO Fisheries Department Home Page [www.fao.org/fi](http://www.fao.org/fi) under Regional Bodies for WECAFC and then you can navigate to meetings [http://www.fao.org/fi/NEMS/events/detail\\_event.asp?event\\_id=24553](http://www.fao.org/fi/NEMS/events/detail_event.asp?event_id=24553)
5. Participants are being requested to travel with all background documents as copies of these documents will not be provided at the session.

## **CORRESPONDENCE**

6. All correspondence concerning the sessions should be addressed to:

**FAO Subregional Office for the Caribbean (SLAC)**

2<sup>nd</sup> Floor, United Nations House  
Marine Gardens  
Hastings, Christ Church  
P.O. Box 631-C, Bridgetown  
Barbados  
Tel: (246) 426-7110/11  
Fax: (246) 427-6075

Mr. Bisessar Chakalall  
Senior Fishery Officer/Secretary of WECAFC  
E-mail: [Bisessar.Chakalall@fao.org](mailto:Bisessar.Chakalall@fao.org)

OR

Ms. Sonya Goodridge  
Secretary  
E-mail: [Sonya.Goodridge@fao.org](mailto:Sonya.Goodridge@fao.org)

## **FORMALITIES FOR ENTRY INTO TRINIDAD AND TOBAGO**

7. A valid passport and return ticket are required for all visitors. Please verify with the Ministry of Foreign Affairs in your country whether an entry visa is required for travel to Trinidad and Tobago. Additional information on visa requirements can be obtained from the following websites: [www.projectvisa.com](http://www.projectvisa.com) or [www.learn4good.com/travel/trin\\_and\\_tobago.visa.htm](http://www.learn4good.com/travel/trin_and_tobago.visa.htm)

8. Participants travelling from countries where there are no Embassies or Consulates serving Trinidad and Tobago should provide early notification of their full passport details to the FAO Representation in Trinidad and Tobago. The FAO Office will attempt to secure an entry visa on arrival. Passport details should include: full name of the participant; country of birth; nationality; passport number; place of issue; date of issue; and date of expiry.

### **FAO Representation in Trinidad and Tobago**

Ms. Marion Alleyne  
FAO Representative a.i.  
FAO Representation in Trinidad and Tobago  
P.O. Box 822  
Port of Spain  
Trinidad and Tobago  
Tel: (868) 623-5175/625-0467  
Fax: (868) 623-0995  
E-mail: [FAO-TT@fao.org](mailto:FAO-TT@fao.org)  
[Marion.Alleyne@fao.org.tt](mailto:Marion.Alleyne@fao.org.tt)

9. Trinidad and Tobago has no vaccination requirements for international travellers.

## **FOREIGN EXCHANGE AND BANKING FACILITIES**

10. There is no foreign exchange restriction in Trinidad and Tobago. The local currency is the Trinidad and Tobago dollar. The approximate rate of exchange is TT\$6.26 to US\$1.00. American

Express Visa and MasterCard credit cards are readily accepted. The hours of banking are 10:00 a.m. to 6:00 p.m.

### **AIRPORT TRANSFERS**

11. Taxis are readily available from the airport. Drivers carry authorized badges. Please note that the following taxi rates apply from Piarco International Airport to the various hotels:

- Approximately US\$20.00 (TT\$125.00) between the hours of 6:00 a.m. and 10:00 p.m.
- Approximately US\$30.00 (TT\$180.00) between the hours of 10:01 p.m. and 5:59 a.m.

12. Participants should be aware that there is a departure and security tax of TT\$100.00 or approximately US\$17.00.

### **REGISTRATION AND OPENING CEREMONY**

13. Registration for the sessions will be held between 8:00 and 9:00 a.m. on Tuesday, 25 October at The Crowne Plaza Hotel. The Opening Ceremony will commence at 9:00 a.m.

### **ELECTRICITY**

14. The voltage in Trinidad and Tobago is 120 volts AC/60 cycle.

### **HOTEL ACCOMMODATION**

15. The Crowne Plaza Hotel, the venue for the meeting, is offering both Single Standard and Double Room accommodation (inclusive of breakfast and taxes) at a special, nightly rate of US\$175.00.

16. Participants wishing to stay at The Crowne Plaza should make reservations with the hotel by Friday, 7 October 2005.

17. There are other nearby hotels where participants can also stay. These hotels offer CARICOM rates.

<b>Hotel</b>	<b>Contact Information</b>	<b>Single Standard Room (US\$)</b>	<b>Double Room (US\$)</b>
The Chancellor Hotel 5 St. Ann's Avenue St. Ann's	Tel: (868) 623-0883 Fax: (868) 623-0883 Email: Lisa@thechancellor.com	115.00 110.00 (CR)	133.00 126.00 (CR)
The Normandie 10 Nook Avenue St. Ann's	Tel: (868) 624-1181 Fax: (868) 624-0108 Email: home@normandiatt.com	100.00 88.00 (CR)	110.00 88.00 (CR)
Marriot Invaders' Bay Audrey Jeffers Highway Port of Spain	Tel: (868) 627-5555 Fax: (868) 627-6317 Email: dinelle.rivers@courtyard.com	187.00 158.51 (CR)	187.00 158.51 (CR)

Kapok 16-18 Cotton Hill St. Clair	Tel: (868) 622-5765 Fax: (868) 622-9677 Email: stay@kapokhotel.com	189.54  171.32 (CR)	208.98  190.76 (CR)
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\* CR: CARICOM RATES

18. Transportation will be required from these hotels to the meeting venue. The average price is US\$7.00.

19. Hotel reservations should be made as early as possible. They should be made directly with the hotel, through the FAO Subregional Office in Barbados or through the National Liaison Officer in Trinidad and Tobago. When making hotel reservations, the hotel should be informed that you would be attending the WECAFC Sessions in order to qualify for the special rate. **Please inform the Liaison Officer of reservations that are made directly with the hotel.**

#### **National Liaison Officer in Trinidad And Tobago**

Ms. Ann Marie Jobity  
Chief Fisheries Officer  
Fisheries Division  
35 Cipriani Boulevard, Newtown  
Port of Spain  
Tel: (868) 623-5989/8542  
Fax: (868) 623-8542  
E-mail: [fishdiv@tstt.tt.net](mailto:fishdiv@tstt.tt.net)

20. For information on hotel accommodation, you may wish to visit the following website: [www.trinbagoinfo.com/trinbagoinfo/accommodations/index.htm](http://www.trinbagoinfo.com/trinbagoinfo/accommodations/index.htm)

21. The details for the Crowne Plaza are:

Crowne Plaza  
10-17 Wrightson Road  
Port of Spain  
Trinidad and Tobago  
Tel: (868) 625-3361  
Fax: (868) 625-4166  
Email: [eoffice@crowneplaza.co.tt](mailto:eoffice@crowneplaza.co.tt)

#### **NOTIFICATION OF PARTICIPATION**

22. Please remember to notify the FAO Subregional Office for the Caribbean in Barbados of your participation in the following sessions and to provide us with your E-mail address:

- Twelfth Session of the Western Central Atlantic Fishery Commission (WECAFC)
- Ninth Session of the WECAFC Lesser Antilles Fisheries Committee