



Convention on Biological Diversity

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ENGLISH ONLY

WORKSHOP ON COMMUNICATION, EDUCATION AND
PUBLIC AWARENESS (CEPA) FOR THE CARIBBEAN REGION
Port of Spain, Trinidad and Tobago
3 – 6 November 2008

CAPACITY-BUILDING WORKSHOP FOR THE CARIBBEAN REGION FOR NATIONAL
BIODIVERSITY STRATEGIES AND ACTION PLANS (NBSAPS), MAINSTREAMING
OF BIODIVERSITY AND THE INTEGRATION OF CLIMATE CHANGE
Port of Spain, Trinidad and Tobago
3-7 November, 2008

Information Note for Participants

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1. Opening and registration

The Workshop on Communication, Education and Public Awareness (CEPA) for the Caribbean region will be held from 3-6 November 2008 and the Capacity-building Workshop for the Caribbean region for National Biodiversity Strategies and Action Plans (NBSAPS), Mainstreaming of Biodiversity and the Integration of Climate Change will be held from 3-7 November 2008. Both meetings will be held in Port of Spain, Trinidad and Tobago.

Both meetings will start at 9:00 a.m. on Monday, 3 November 2008, and registration will take place at the venue of the meeting at 8:30 a.m. the same day.

2. Venue

The meetings will be held at:

The Cascadia Hotel and Conference Centre

67 Ariapita Road, St. Anns

Port of Spain, Trinidad, W.I.

Web-site www.cascadiahotel.com

3. Working language of the meeting

The meetings will be held in English only.

4. Documents

Participants are kindly reminded to **bring their own copies of the documents** for the meetings as there will be no extra copies made available on site during the meeting. Documents for each of the meetings are available on the Secretariat's web sites at:

Workshop on Communication, Education and Public Awareness (CEPA) for the Caribbean region



<http://www.cbd.int/doc/?meeting=CEPACBW-CAR-01>

Capacity-building Workshop for the Caribbean region for National Biodiversity Strategies and Action Plans (NBSAPS)

<http://www.cbd.int/doc/?meeting=NBSAPCBW-CAR-01>

Additional information on the NBSAPS workshop is available at the following link:

<http://www.cbd.int/nbsap/workshops/caribbean.shtml>

5. Travel arrangements

All travel arrangements for delegates will be provided by the following person:

Mr. Maurice Rawlins
Environmental Programme Officer
The Cropper Foundation
CCA Building 7, Fernandes Industrial Centre
Laventille, Trinidad and Tobago
Tel: (868) 626-2628
Fax: (868) 626-2564
E-mail: mrawlins@thecropperfoundation.org

6. General information on access to Port of Spain, Trinidad and Tobago



Port of Spain is serviced by Piarco International Airport (about 32km southeast of the city of Port of Spain).

Transportation to and from the airport to the hotels will be provided for delegates attending both meetings.

Please note that there is a Departure Tax of TT\$ 100 (Trinidad and Tobago dollar) (about US \$17) for all passengers leaving Trinidad and Tobago. Payment can be made in cash or by credit card.

More information is available on the web site of the Piarco International airport:
<http://www.piarcoairport.com/>

7. Visa information



Participants from Caribbean countries listed below require an entry visa for Trinidad and Tobago and are strongly advised to contact the nearest Trinidad and Tobago diplomatic or consular mission **as soon as possible** in order to secure the required entry visa in a timely manner, prior to departure.

Countries and Territories from the Caribbean Region whose citizens require visas in order to enter Trinidad and Tobago as visitors are as follows:

- Cuba
- Dominican Republic
- Haiti

Information on visa procedures, including a list of relevant Trinidad and Tobago Diplomatic/consular missions abroad, is available on the website of the Immigration Division of Trinidad and Tobago, Ministry of National Security at:
<http://www.immigration.gov.tt/applicationloader.asp?app=articles&id=694>.

As listed on the web site of the Immigration Division of Trinidad and Tobago, there is a visa application fee of approximately TT \$200 (single entry) or as stipulated by the issuing authority at the Foreign Mission.

To facilitate the issuance of visas, the Secretariat will issue upon request invitation letters to be attached to the visa applications.

8. Hotel information



Block bookings have been made for delegates at the Cascadia Hotel and at the Normandie Hotel. Delegates will be advised of their assigned rooms upon arrival. Information on the hotels is as follows:

Cascadia Hotel

The Cascadia Hotel and Conference Centre
#67 Ariapita Road, St. Anns,
Port of Spain, Trinidad, West Indies
Tel: (868) 623-4208/09/17
Fax: (868) 627-8046
E-mail: marketing@cascadiahotel.com,
info@cascadiahotel.com
Web site: www.cascadiahotel.com

Normandie Hotel

10 Nook Avenue
Port of Spain
Trinidad & Tobago, West Indies
Tel: (868) 624-1181/4
E-mail: info@normandiett.com
Webs site: www.normandiett.com

9. Payment of the Daily Subsistence Allowances (DSA)

The CBD will provide accommodation including breakfast and lunch. Delegates will receive a portion of their DSA to cover incidentals and dinner costs.

10. On-site Visit

A field trip will take place during the workshops, you are kindly requested to bring appropriate clothing for an outdoor activity.

11. Official language in Trinidad and Tobago

English is the official language in Trinidad and Tobago:

12. Weather and time zone information



In November, temperatures in Port of Spain usually range between a maximum of +31°C in the daytime and a minimum of 22°C at night. The standard time zone will be GMT – 4 hours.
<http://www.worldweather.org/027/c00100.htm>

13. Electricity

115 volts, 60 Hertz.



14. Currency



The currency in Canada is the Trinidad and Tobago dollar (TT). The current exchange rate is US \$1 = TT \$6.10 and 1 € = TT \$8.24.

15. Disclaimer

The CBD Secretariat disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability compensation, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended to secure international medical insurance for the period of participation prior to departure.
