Symposium on sustainable development goals for the Caribbean within the post-2015 development agenda
Seventeenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee
Port of Spain, 24-26 June 2015

Information for participants

I. General

1. The symposium on sustainable development goals for the Caribbean within the post-2015 development agenda is scheduled to be held at the Radisson Hotel, Port of Spain, Trinidad and Tobago, Tel: (868) 625-3366, Fax: (868) 624-4677. The meeting will take place in the Festival Ballroom on 24 June 2015 from 0830 hours to 1630 hours and on 25 June 2015 from 0900 hours to 1530 hours.

2. The seventeenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee is scheduled to be held at the Radisson Hotel, Port of Spain, Trinidad and Tobago, Tel: (868) 625-3366, Fax: (868) 624-4677. The meeting will take place in the Festival ballroom on 26 June 2015 from 0900 hours to 1700 hours.

II. Registration and identification badges

3. Participants attending the meetings are required to register beforehand by completing the online registration form which can be accessed via the following link: http://teamrooms.cepal.org/apps/Seminar_2425Jun_POS_2015.nsf/Inscripcion?OpenForm&leng=1

Online registration will be available from 25 May 2015 to 12 June 2015. Participants are required to forward a passport size photograph (requirements: colour, jpeg format, 2”x2”, white or off white background) to the following e-mail address: meetings-pos@eclac.org. In the subject line, please indicate the first name and last name of the participant followed by the words “registration 24-26 June 2015”. Participants who have registered beforehand can collect their badges from the registration desk without filling in a registration form. For other participants, registration will take place at 0800 hours on 24 June 2015.

4. Please note that registering through the online system does not exempt delegations from the requirement to provide official notification of the name of the head of delegation and all accompanying members.

5. Participants will be issued an identification badge, which for security purposes must be worn during all meetings. Participants are advised that only those holding a valid meeting badge will have access to the meeting rooms. For any questions on the registration of participants, please contact Aurélie Quiatol, tel: (868) 224-8071; e-mail: meetings-pos@eclac.org.
III. Meeting documents

6. The meeting will be paper-smart; all documents will be made available for downloading on the following websites:

- Seventeenth meeting of the Monitoring Committee, https://unite.un.org/events/17th-meeting-monitoring-committee-cdcc/

Participants are requested to bring with them copies of the meeting documents distributed by the ECLAC secretariat prior to the meeting. We also urge participants to bring their laptops, tablets and/or other mobile devices, since there will be a limited amount of printed documents available.

7. Documents for circulation or distribution should be handed to ECLAC secretariat staff. In accordance with the United Nations regulations for the control and limitation of documentation, the secretariat will undertake to circulate to all participants any documents provided electronically. The secretariat however cannot undertake to process or reproduce documents submitted by individual participants in hard copy.

8. Participants are advised that ECLAC cannot undertake the translation of statements and documents. All documents submitted to the Secretariat should be made available in English.

IV. Language

9. The working language of the symposium on sustainable development goals is English. The working documents of the meeting will be made available in English only. There will be no interpretation.

10. The working language of the seventeenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee is English. The main documents of the meeting will be made available in English, French and Spanish. Interpretation in English, French and Spanish will be provided.

V. Internet access

11. The conference room has wireless Internet access (Wi-Fi). The password for the Wi-Fi will be given to participants upon their arrival in the conference room.

VI. Delegate lounge

12. The delegate lounge is located on the 1st floor, in the Teak room. The room is equipped with a small printer and computers and also has a Wi-Fi connection. We encourage participants to bring their computer laptops as there will be a limited amount of computers available.

VII. Hotel accommodation

13. ECLAC has blocked a number of rooms at the preferential rate of USD 168.19 per night (inclusive of taxes and breakfast) at the Radisson Hotel. We encourage participants to take advantage of this offer and to make their reservation at this hotel no later than 17 June 2015.
After that date, the hotel reserves the right to modify this preferential rate and cannot guarantee room availability. Please complete the online hotel booking form to make your reservation: www.radisson.com/eclac For assistance, please contact the reservations desk at the Radisson Hotel, Tel: (868) 625-3363. Please note that a credit card number is required to make your booking.

VIII. Immigration requirements

14. All visitors to Trinidad and Tobago must have a valid passport. For details of visa requirements, participants are advised to visit the website: http://www.immigration.gov.tt/Services/Visas.aspx

IX. Health

15. It is the responsibility of the participants to ensure that they have all the vaccinations required to travel to Trinidad and Tobago.

16. In case of accident or sickness during the meeting, please notify one of the members of the ECLAC secretariat immediately. It is the participants’ responsibility to take out, at their own expense, or at the expense of their nominating organization, any personal insurance policy they may deem necessary for these meetings.

X. Airport transfers

17. Participants should make their own transportation arrangements from the Piarco International Airport to the Radisson Hotel. Taxis are readily available at the airport and it is strongly recommended that participants approach only the official taxi drivers (official taxi vehicle with license plate staring with the letter “H”) who are in the airport arrival zone. Another option is to have the hotel arrange for your pickup. The cost of a taxi from the airport to the Radisson Hotel during daytime is US$ 30.

XI. Responsibility

18. The United Nations will not assume responsibility for such expenditures as:
   (a) Travel insurance, accident insurance, medical, dental bills or hospitalization fees in connection with their attendance at the meeting;
   (b) Compensation in the event of death or disability of participants in connection with their attendance to the meeting;
   (c) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of negligence on the part of the participants;
   (d) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

XII. Coordination of the meetings

19. For additional information on the Symposium on sustainable development goals for the Caribbean within the post-2015 development agenda, please contact Sheila Stuart, Social Affairs Officer, e-mail: sheila.stuart@eclac.org, Tel: (868) 224-8022 or Ana Fernández, Staff Assistant, e-mail: ana.fernandez@eclac.org, tel: (868) 224-8023.
20. For additional information on the Seventeenth meeting of the Monitoring Committee of the Caribbean Development and Cooperation Committee, please contact Sita Inglefield, Personal Assistant to the Director, e-mail: sita.inglefield@eclac.org, tel: (868) 224-8062, or Aurélie Quiatol, Meetings Services Assistant, e-mail: aurelie.quiatol@eclac.org, tel: (868) 224-8071.

21. For information on logistics for all meetings, please contact Aurélie Quiatol, e-mail: meetings-pos@eclac.org, tel: (868) 224-8071

XIII. Tourist information

22. Trinidad and Tobago is warm all year round, with air temperature ranging between 35 degrees Celsius (95 degrees Fahrenheit) at the maximum and 23 degrees Celsius (73 degrees Fahrenheit) at the minimum. There are two seasons; a dry season that lasts from about January to May and a rainy season that lasts from June to December.

23. Electricity in Trinidad and Tobago is 115 Volts, alternating at 60 cycles per second. Adapters are generally available at the hotels. A converter is required for devices that do not accept 115 Volts. A standard plug type used in Trinidad and Tobago is illustrated as follows:

24. Participants are advised to exercise caution when on their own. They should not go to downtown Port of Spain at night and avoid badly illuminated or isolated areas. In case of emergency, kindly contact Ms. Corinne Heraud, Security Adviser, United Nations Department of Safety and Security at (868) 749-2213 or Mr. Juda Francis, Security Focal Point, ECLAC subregional headquarters for the Caribbean at (868) 312-8708.

XIV. Foreign exchange

25. The currency is the Trinidad and Tobago dollar (TT$). The United Nations rate of exchange as at 1 May 2015 is TT$ 6.3425=US$ 1. United States dollars, credit cards and travellers cheques are widely accepted.