

# **Seminar on the development and transfer of environmentally sound technologies for adaptation to climate change**

**HILTON TOBAGO HOTEL**

**Tobago, Trinidad & Tobago**

**14–16 June 2**

**Information for Participants**

## **HOTEL AND CONFERENCE VENUE**

The workshop will take place in the Hilton Tobago Hotel, which is located 2.5 miles east of Crown Point International Airport and three miles from Scarborough, the Capital, on Tobago's windward side in the southwestern region of the island. The web site for the hotel for guest information is [www.hiltoncaribbean.com/tobago](http://www.hiltoncaribbean.com/tobago)).

**Address:** Hilton Tobago Golf & Spa Resort  
P.O. Box 633, Lowlands,  
Tobago, West Indies  
Telephone: 1-868-660-8500  
Fax: 1-868-660-8503  
Email: [tobagoreservations@hiltoncaribbean.com](mailto:tobagoreservations@hiltoncaribbean.com)

## **HOTEL ARRANGEMENTS FOR NON-FUNDED PARTICIPANTS:**

Hotel rooms have been blocked for funded and non-funded participants. The special government room rate obtained for the delegates is US\$139.73. Non-funded participants should use the attached hotel registration form and sent it directly to the hotel.

**For funded participants:** The secretariat will book the hotel rooms for funded participants and pay the hotel directly on the basis of their travel schedule. The remaining balance of the DSA will be distributed at the workshop. All other charges (e.g. for mini-bar, laundry, telephone bill, etc.) are not included in the room rate and must be paid by the participant.

## **Contact information for reservations is:**

Gemma Casimir-Redman  
Sales Manager  
Hilton Tobago Golf and Spa Resort  
Tel: (1-868) 624-3211 ext.6174  
Mobile: (1-868)789-6283  
E-email: [gemma.casimir@hilton.com](mailto:gemma.casimir@hilton.com)

## **WORKSHOP ORGANIZERS**

The UNFCCC Secretariat is the main organizer of the workshop. The local organizer is the Government of Public Utilities and the Environment Tobago. For substantive information concerning the workshop please contact Mr. Daniele Violetti, e-mail: [dvioletti@unfccc.int](mailto:dvioletti@unfccc.int), for logistical information please contact Ms. Gabriele Gerdom, e-mail: [ggerdom@unfccc.int](mailto:ggerdom@unfccc.int).

## **VISA FOR TRINIDAD AND TOBAGO**

All participants will receive a visa waiver for their participation in the Seminar. A copy of the Permanent Secretary of the Ministry of National Security Trinidad and Tobago, will be sent to participants to facilitate entry into Trinidad and Tobago.

## **DSA PAYMENT FOR FUNDED PARTICIPANTS:**

All funded participants please bring you passport, flight ticket and boarding passes with you to the meeting. These document need to be copied in order to make the DSA payment.

## **SOME IMPORTANT INFORMATION ON TRINIDAD AND TOBAGO**

### ***Ground Transport***

Taxi Service to the Hotel is TT\$60 or US\$10.

### ***Money matters***

The currency is called the Trinidad and Tobago, or TT, Dollar. It floats against the US Dollar at an average of TT\$6.25 to US\$1.00 – but you can check any bank or the daily newspapers for the current rate, which may fluctuate slightly. Both travellers' cheques and international credit cards are readily accepted now, in addition to US cash. Most Automatic Teller Machines (ATMs) will accept your cards as well.

Banking hours are generally from 8:00 a.m. – 2:00 p.m., Monday to Thursday. On Fridays, banks open from 8:00 a.m. until noon, then resume at 3:00 p.m. until 5:00 p.m. Banks located in the malls and shopping plazas are the exception to this rule – they open from 10:00 a.m. until 6:00 p.m. with no closing time in between.

Money can also be exchanged at the cambios or bureaus de change – Western Union Money Transfer is a good option and also offers the “FX Trader” service.

Office hours are usually from 8:00 a.m. – 4:30 p.m. for the private sector. Many government offices close certain services (especially those that require cash payment) by 3:00 p.m. The corporate sector and privately owned businesses, however, will conduct business as early or as late as meetings need to be held in order to get the job done.

### ***Communication***

#### **Landline Telephones**

You can access the International Direct Distance Dialling option throughout both islands, either by using your hotel phone or one of a network of hundreds of pay telephones nationwide.

### Mobile/Cellular Telephones

TSTT's mobile service is easy, fast and most of all, reliable. The service is run on the Time Division Multiple Access (TDMA) and GSM (900/1800 Mhz) network – most cellular phones that are TDMA compatible should work in Trinidad and Tobago. Dual mode, AMPS/Digital AMPS, IS-136 ERF phones are also compatible with the network.

### Cellular Rentals

If your mobile phone is not compatible with our wireless system, you can opt to rent a unit from TSTT's corporate rentals unit – just call 800-CELL to find out more!

### Prepaid Phone Cards

If you prefer to control your telephone costs, prepaid phone cards in a number of denominations for landline (Companion Cards) and mobile phones (Liberty Cards) are available for sale at all TSTT Customer Service Centres, Courts Furniture Stores, Hi Lo Food Stores and many other small vendors throughout the islands. These prepaid cards offer you the benefits of no unexpected bills, simplified access and flexibility.

### ***Safety Tips***

#### Safety Tips

The islands are beautiful – and relatively safe – but just like anywhere else in the world, you've got to be aware! Just use your good judgement!

#### General Safety

Always lock your doors, whether you are in your hotel room, in a car or taxi. Never leave your valuables unattended, especially in cars or on beaches – and flaunt them in such a way as to make yourself an easy target. Do not travel alone at night, especially along poorly lit areas, deserted beaches or scenic lookouts.

If you are in doubt about an area in which you are staying or travelling, ask – get advice from the hotel staff or call your embassy.

When travelling, especially from the airport to your destination, use an accredited taxi. You can ask for details on accreditation at the information booth at the airport. Trust your instincts – if something doesn't feel right, it probably isn't. The Emergency Number 999 will reach the Police Rapid Response Unit.

#### Medical Safety

There are free health care facilities throughout Trinidad and Tobago; or you can choose a private facility for your convenience. There are also many private ambulance services that can rush to your assistance – look under “Ambulance” in the Yellow Pages or call 990. The 990 number is also used to reach the Fire Services.

#### Road Safety

Be aware of the difference in driving conditions when using our roads. Wear your seatbelt – it's the law and it saves lives. Many of our drivers still use hand signals to communicate when turning or stopping – be alert! Be especially mindful of taxi drivers – since there are no designated pick-up or drop-off points, they usually pull aside anywhere for passengers – drive a safe distance behind them. Trinbagonian drivers are generally courteous, but be attentive and drive defensively.

## Food Safety

When buying food, ensure that it is a reputable establishment and that the vendor has a valid Food Badge. If you are in doubt, walk out – Trinidad and Tobago is so full of good restaurants and roadside cafes that you do not need to settle for a poor or unhealthy standard of food. Err on the side of caution – if your stomach is unaccustomed to spicy or tangy foods, take it easy until you get more used to our local culinary fare.