



## Parliamentary Workshop

### ***Developing good practice in political representation and constituency work in the Caribbean region***

26-27 November 2012, Port-of-Spain (Trinidad and Tobago)

### **Practical information note**

20 August 2012

#### **DATE AND VENUE**

The Workshop will take place on 26-27 November 2012 at the Hyatt Regency Hotel, Port-of-Spain, Trinidad, Republic of Trinidad and Tobago. The Workshop will begin at 09.30 on 26 November and end at 16.00 on 27 November. Workshop sessions will be held at the Jade/Ruby Rooms of the Hyatt Regency Hotel.

#### **ORGANISERS**

The Workshop will be jointly organized by the Parliament of the Republic of Trinidad and Tobago and the Inter-Parliamentary Union.

#### **PARTICIPANTS**

The participants will be parliamentarians and staff of the parliaments of the independent States and overseas territories in the English-speaking Caribbean. Each parliament may send a delegation of up to three parliamentarians, accompanied by parliamentary staff.

#### **REGISTRATION**

Parliaments are requested to return completed registration forms to the IPU no later than **Monday 15 October 2012**.

#### **WORKING LANGUAGE**

The working language of the Workshop will be English.

#### **TRAVEL ARRANGEMENTS**

##### *Official Arrival Date*

The official arrival date for participants is **Sunday 25 November 2012**.

##### *Official Departure Date*

The official departure date for participants is **Wednesday 28 November 2012**.

##### *Sponsorship*

The IPU will sponsor **one return ticket in economy class per parliament**.

Parliaments are requested to purchase the ticket, then send the itinerary and proof of purchase to the IPU for reimbursement. Reimbursement will be based on the actual ticket price up to the maximum amount per destination in the table below. Please contact the IPU if you have any questions.

The ticket can be purchased in two ways:

1. Parliament purchases the ticket from the IPU's official travel agent, CarlsonWagonLit. For this option, please complete the Travel Sponsorship form, and send to CarlsonWagonLit at [team2nant@carlsonwagonlit.ch](mailto:team2nant@carlsonwagonlit.ch)
2. Parliament purchases the ticket through its usual travel agent. In order to ensure compliance with IPU procurement procedures, a price list per destination with a maximum price for reimbursement has been established by CarlsonWagonLit.

**Maximum reimbursement for one ticket in economy class to Port of Spain (Trinidad and Tobago).** All prices are in Swiss francs (CHF)

Departing from:	Cost (CHF)
1. Antigua	550
2. Bahamas	750
3. Barbados	300
4. Belize	850
5. Dominica	480
6. Grenada	300
7. Guyana	350
8. Jamaica	400
9. St. Kitts and Nevis	700
10. St. Lucia	300
11. St Vincent and the Grenadines	350
12. Anguilla	900
13. British Virgin Islands	700
14. Cayman Islands	750
15. Turks and Caicos	800
16. Montserrat (2 tickets required at this fare)	750

## LOCAL TRANSPORTATION

The Parliament of the Republic of Trinidad and Tobago will be responsible for transportation of participants from the airport on arrival and to the airport on departure.

## ACCOMMODATION

The recommended accommodation is the Hyatt Regency Hotel (<http://www.trinidad.hyatt.com>), where the Workshop will take place. Parliaments can book accommodation with the assistance of the Parliament of the Republic of Trinidad and Tobago.

The Parliament has negotiated the following room rate with the hotel:

- Standard King US \$179.00

Room rates, are based on single or double occupancy and are subject to **21% of all applicable taxes, service charges**. Buffet Breakfast will be served at the Waterfront Restaurant and is available for all guests. In-room complimentary internet access will also be available.

## CATERING

Lunch will be provided at the conference venue by the host parliament on 26 and 27 November.

## **LOSS OF LUGGAGE, CURRENCY OR PERSONAL EFFECTS**

The Parliament of the Republic of Trinidad and Tobago will be unable to accept responsibility for any loss of luggage, currency or personal effects.

## **CURRENCY**

The official currency of Trinidad and Tobago is the TT Dollar. However, United States Currency is accepted in most stores and at the hotel. The conversion rate of United States Dollar to TT Dollar is **US\$1.00 = TT\$6.00**.

## **CONTACT INFORMATION**

For further information, please contact:

### **Inter-Parliamentary Union**

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### **Parliament of the Republic of Trinidad and Tobago**

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