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Workshop on Gender Mainstreaming in
National Sustainable Development Planning in the Caribbean
Subregional preparatory meeting of the XIV Regional Conference
on Women in Latin America and the Caribbean
Port of Spain, 17-18 June 2019

INFORMATION NOTE FOR PARTICIPANTS

I. General

1. **The Workshop on Gender Mainstreaming in National Sustainable Development Planning in the Caribbean** will be held in the Belmont Lounge/Salon of the Hilton Trinidad and Conference Centre on 17 June 2019 from 0915 hours to 1630 hours.
2. **The Subregional preparatory meeting of the XIV Regional Conference on Women in Latin America and the Caribbean** will be held in the Belmont Lounge/Salon of the Hilton Trinidad and Conference Centre on 18 June 2019 from 0900 hours to 1730 hours.
3. The contact information for the Hilton Trinidad and Conference Centre are as follows:

Lady Young Road, Port of Spain
Trinidad and Tobago
Tel: (868) 624 3211, Fax: (868) 624 4485
Website: trinidad.hilton.com

II. Registration

4. Participants attending the meetings are required to register beforehand by completing the registration form available on [page 5](#) of this information note.

III. Meeting documents

5. The meetings will be paper-smart; all documents will be made available for downloading on the following websites:
 - Workshop on Gender Mainstreaming in National Sustainable Development Planning: <http://www.cepal.org/en/events/workshop-gender-mainstreaming-national-sustainable-development-planning>

- Subregional preparatory meeting of the XIV Regional Conference on Women in Latin America and the Caribbean: <https://www.cepal.org/en/events/caribbean-preparatory-meeting-xiv-session-regional-conference-women-latin-america-and>

We urge participants to bring their laptops, tablets and/or other mobile devices, since there will be a limited amount of printed documents available.

- 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.
- 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

- The working language of the meetings is English. There will be no interpretation.

V. Internet access

- 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. Hotel accommodation

- ECLAC has blocked a number of standard single rooms at the preferential rate of USD 99 per night (includes breakfast and WiFi, does not include taxes and surcharges) at the Hilton Trinidad and Conference Centre. We encourage participants to take advantage of this offer and to make their reservation at this hotel **no later than Friday 14 June 2019**. 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: trinidad.hilton.com and enter **the group code ECLAC2**. Please note that a credit card number is required to make your booking. See below reservations screenshot:

The screenshot shows the Hilton website reservation interface. At the top, there are links for 'My Reservations', 'Sign In', and 'Join', along with the 'Hilton HONORS' logo. The main header features the Hilton logo and the text 'HILTON TRINIDAD & CONFERENCE CENTRE' with the address 'LADY YOUNG ROAD, PORT OF SPAIN, TRINIDAD AND TOBAGO' and contact information 'TEL: +1-868-624-3211 FAX: +1-868-624-4485'. Below this is a photograph of the hotel's outdoor pool area. The reservation form on the right includes fields for 'Arrival' (16 Jun 2019) and 'Departure' (19 Jun 2019), a 'Check Rooms & Rates' button, and a table for room selection:

Rooms	Adults (18+)	Children
1	1	0

Below the table, there are checkboxes for 'Use flexible dates', 'Use Points', 'Travel Agent', 'AAA Rate *', 'AARP Rate *', 'Senior Rate *', and 'Government / Military Rates *'. A 'Promotion/Offer Code' field is empty, and a 'Group Code' field contains 'ECLAC2'. A 'Corporate Account' field is also empty. At the bottom, there is a note '* ID required at check-in' and a link for '*PRICE MATCH GUARANTEE | LESS OPTIONS'.

11. **Note on hotel security deposit policy:** Guests are required to give a security deposit of USD 100 which will be refunded at the end of their stay. The deposit will be held on the guest's credit card upon arrival and will be released on departure. Kindly note that it may take 72 hours for the funds to be released. Guests can also opt to pay the deposit in cash, which will be immediately returned on check-out.

VII. Immigration requirements

12. 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>

VIII. Health

13. **Note on yellow fever:** A yellow fever vaccination certificate is required for travellers arriving from countries with risk of yellow fever transmission. For further information, please consult the following documents from the World Health Organization:

- List of countries with risk of yellow fever transmission and countries requiring yellow fever vaccination: <https://www.who.int/ith/ith-yellow-fever-annex1.pdf?ua=1>
- Vaccination requirements and recommendations for international travellers by country: <https://www.who.int/ith/ith-country-list.pdf>

14. Participants are also reminded that it is their responsibility to ensure that they have all the vaccinations required to travel to Trinidad and Tobago.
15. 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.

IX. Airport transfers

16. Participants should make their own transportation arrangements from the Piarco International Airport to the Hilton Trinidad and Conference Centre. 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 starting with the letter "H") who are in the airport arrival zone. Another option is to have the hotel arrange for your pickup.

X. Responsibility

17. The United Nations will not assume responsibility for the following expenditures:
- (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 at 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.

XI. Coordination of the meetings

18. For additional information on the **Workshop on Gender Mainstreaming in National Sustainable Development Planning and the Subregional preparatory meeting of the XIV Regional Conference on Women in Latin America and the Caribbean**, please contact:

- Abdullahi Abdulkadri, Coordinator, Statistics and Social Development Unit, email: abdullahi.abdulkadri@eclac.org, tel: (868) 224 8021.
- Lydia Rosa Gény, Associate Social Affairs Officer, Statistics and Social Development Unit, email: lydia.rosageny@eclac.org, tel: (868) 224 8060.

19. For information on logistics for all meetings, please contact Aurélie Quiatol, email: aurelie.quiatol@eclac.org, tel: (868) 224 8071.

XII. Country information

20. 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.

21. Electricity in Trinidad and Tobago is 115 Volts, alternating at 60 cycles per second. Adapters are generally available at 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:



22. 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 Corinne Héraud, Security Adviser, United Nations Department of Safety and Security at (868) 749-2213 or Juda Francis, Security Focal Point, ECLAC subregional headquarters for the Caribbean at (868) 312-8708.

23. For additional information on Trinidad and Tobago, please visit the following website: <http://www.gotrinidadandtobago.com/trinidad-and-tobago.html>

XIII. Foreign exchange

24. The currency is the Trinidad and Tobago dollar (TT\$). The United Nations rate of exchange as at 1 June 2019 is TT\$ 6.7712=US\$ 1. United States dollars, credit cards and traveller's cheque are widely accepted.



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National Sustainable Development Planning in the Caribbean**

**Subregional preparatory meeting of the XIV Regional Conference on Women
in Latin America and the Caribbean**

Port of Spain, 17-18 June 2019

REGISTRATION FORM

Please email the completed form to: lydia.rosageny@eclac.org; cc: aurelie.quiatol@eclac.org

FIRST NAME / LAST NAME:			
COUNTRY/ORGANIZATION:			
JOB TITLE:			
OFFICE ADDRESS:			
TEL:		FAX:	
E-MAIL:			