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Training session on increasing access to technology for Persons with Disabilities (PWDs)

Port of Spain, 23 October 2019

**INFORMATION NOTE FOR PARTICIPANTS**

1. **General**
2. **The Training session on increasing access to technology for Persons with Disabilities (PWDs)** willbe held at ECLAC subregional headquarters for the Caribbean in Port of Spain, Trinidad and Tobago on 23 October 2019.
3. **Registration**
4. Participants attending the workshop are required to complete and submit the attached registration
form beforehand.
5. Funded participants are required to submit the following documents to complete their registration: (i) a digital copy of their passport biodata page, and (ii) the HR mini master form, which will be sent to each funded participant upon confirmation of their attendance.
6. **Documents**
7. The workshop will be paper-smart; all documents will be made available for downloading on the following website: <http://webpro.cepal.org/en/events/training-session-increasing-access-technology-persons-disabilities>
8. 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.
9. **Equipment**
10. All participants are required to bring their own equipment which includes any assistive devices and personal laptop.
11. **Language**
12. The working language of the workshop is English.
13. **Project Proposal**
14. Participants are invited to come prepared with an idea for a project proposal, as a participatory tool aiming to enhance participation in the training. An online form for project proposals will be shared with participants ahead of the training session.
15. **Internet access**
16. The conference room has wireless Internet access (Wi-Fi). The password for the Wi-Fi will be given to participants upon their arrival at the training session.
17. **Hotel accommodation**
18. Participants should, as soon as possible, make their reservations at the following hotels which are in close proximity to the office:

**Hilton Hotel and Conference Centre**

 Lady Young Road

 Port of Spain

 Tel: (868) 624-3211

 Email: reservations.trinidad@hilton.com

Website: [http://www3.hilton.com/en/hotels/trinidad-tobago/hilton-trinidad-and-conference-centre- POSHIHH/index.html](http://www3.hilton.com/en/hotels/trinidad-tobago/hilton-trinidad-and-conference-centre-%09POSHIHH/index.html)

 **Kapok Hotel**

 16-18 Cotton Hill

 Port of Spain

 Tel : (868) 622-5765

 Email : stay@kapokhotel.com

 Website : [http ://www.kapokhotel.com/](http://www.kapokhotel.com/)

1. **Immigration requirements**
2. 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.tntairports.com/NEW/immigration.html>
3. **Health**
4. **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>
1. Participants are also reminded that it is their responsibility to ensure that they have all the vaccinations required to travel to Trinidad and Tobago.
2. In case of accident or sickness during the workshop, 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 the workshop.
3. **Airport transfers**
4. Participants should make their own transportation arrangements from the Piarco International Airport to their respective 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 starting with the letter “H”) who are in the airport arrival zone. Another option is to have the hotel arrange for your pickup.
5. **Finance arrangements**
6. Participants are kindly asked to present their boarding passes to the ECLAC official at the registration desk on the first day of the workshop. **This document is required in order to facilitate the disbursement of the daily subsistence allowance (DSA), which is paid via wire transfer after the participant has returned to his/her country of origin. Participants are therefore advised that they must have an alternate source of funds to cover costs such as ground transport, hotel incidentals etc.** **No advance payments of DSA will be made at the workshop.** To ensure a speedy process, account details should be submitted no later than two weeks before the event by returning the completed transfer request form provided by ECLAC. All wire transfer fees are covered by ECLAC. Please note that depending on individual banks and bank processes, wire transfers may take between two to seven working days from the time of issuance to be completed.

**NOTE:** In the event that funded participants change their arrangements and leave Trinidad and Tobago earlier than originally authorized, the United Nations Secretariat shall reserve the right to reclaim the portion of the allowance payment beyond the entitlement for their stay in that country. 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 workshop;

(b) Compensation in the event of death or disability of participants in connection with their attendance at the workshop;

(c) Any loss or damage to personal property of participants while attending the workshop 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 workshop.

1. **Coordination of the workshop**
2. For additional information on the Training session on increasing access to technology for Persons with Disabilities (PWDs)**,** please contact:
* Amelia Bleeker, Associate Programme Management Officer, Caribbean Knowledge Management Centre, email: amelia.bleeker@eclac.org, tel: (868) 224 8011.
* Catarina Camarinhas, Social Affairs Officer, Statistics and Social Development Unit, email: catarina.camarinhas@eclac.org, tel: (868) 224 8061.

1. For information on logistics, please contact Aurelie Quiatol, email: aurelie.quiatol@eclac.org, tel: (868) 224 8071.
2. **Country information**
3. 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.
4. 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:



1. 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.
2. For additional information on Trinidad and Tobago, please visit the following website: <http://www.gotrinidadandtobago.com/trinidad-and-tobago.html>
3. **Foreign exchange**
4. The currency is the Trinidad and Tobago dollar (TT$). The United Nations rate of exchange
 as at 1 October 2019 is TT$ 6.776=US$ 1. United States dollars, credit cards and traveller’s cheque are widely accepted.