



**ECLAC**

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Caribbean Forum on Population, Youth and Development

Georgetown, 24-26 July 2018

## INFORMATION NOTE FOR PARTICIPANTS

### I. General

1. **The Caribbean Forum on Population, Youth and Development** will be held from 24 to 26 July 2018 at the Guyana Marriott Hotel, Georgetown, Guyana, Tel: (592) 231-2480, Fax: (592) 231-2481.

### II. Registration

2. Participants attending the symposium must complete and submit the attached registration form in advance to Ms. Colleen Skeete, e-mail: [colleen.skeete@un.org](mailto:colleen.skeete@un.org).

### III. Meeting documents

3. Documentation will be made available electronically prior to the meeting. All official documents and statements will be available for viewing and downloading from the following website:

<https://www.cepal.org/en/events/caribbean-forum-population-youth-and-development>

4. Documents approved for circulation and/or distribution should be sent in an electronic format to the ECLAC secretariat. The secretariat will then undertake to electronically circulate these documents.

### IV. Language

5. The working language of the Caribbean Forum on Population, Youth and Development is English. The working documents of the meeting will be made available in English only. There will be no interpretation.

### V. Internet access

6. Wireless Internet access (Wi-Fi) will be available in the conference room. The password for the Wi-Fi will be given to participants upon their arrival in the conference room.

## VI. Hotel accommodation

7. **Participants are required to make their own room reservations and must settle their bill directly with the hotel. ECLAC is not responsible for these costs.**

8. ECLAC has blocked a number of rooms at the following preferential rates (inclusive of breakfast) at the Guyana Marriott Hotel. This rate does not include service charges (USD 14) and 14 per cent VAT. Breakfast is served at the Terra Mare Restaurant.

Single occupancy	Double occupancy
US\$ 167.00	US\$ 270.00

We encourage participants to take advantage of this offer and to make their reservation at this hotel **no later than 19 July 2018**. After that date, the hotel reserves the right to modify this preferential rate and cannot guarantee room availability. Please click [here](#) to make your reservation. For assistance, please contact the reservations desk at (592) 231-2480. **Please note that a credit card number is required to secure your booking, as the hotel will not hold any reservation without a guarantee.**

## VII. Immigration requirements

9. All visitors to Guyana must have (i) a passport valid for six months beyond your departure date, (ii) return ticket to country of embarkation and (iii) intended address in Guyana. For details on visa requirements, participants are advised to visit the website: <http://www.minfor.gov.gy/visa-entry-requirements-countries/>

## VIII. Health

10. It is the responsibility of all participants to ensure that they have all the vaccinations required to travel to Guyana.

11. Note on yellow fever: A yellow fever vaccination certificate is required for travelers arriving from countries with risk of yellow fever transmission. The list is available at [http://www.who.int/ith/ith\\_country\\_list.pdf](http://www.who.int/ith/ith_country_list.pdf)

12. 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. Local transport

13. CARICOM will provide transport for all participants from the airport to the hotel and back.

## **X. Coordination of the meetings**

14. For additional substantive information, please contact Ms. Catarina Camarinhas, Social Affairs Officer, Statistics and Social Development Unit, email: [catarina.camarinhas@un.org](mailto:catarina.camarinhas@un.org), tel: (868) 224-8061 or Mr. Francis Jones, Population Affairs Officer, email: [francis.jones@un.org](mailto:francis.jones@un.org), tel: (868) 224-8042.

15. For information on logistics, please contact Ms. Colleen Skeete, Team Assistant, email: [colleen.skeete@un.org](mailto:colleen.skeete@un.org), tel: (868) 224-8025 or Ms. Aurélie Quiatol, Meeting Services Assistant, email: [aurelie.quiatol@eclac.org](mailto:aurelie.quiatol@eclac.org), tel: (868) 224-8071.

## **XI. General information on Guyana**

16. The weather in Guyana is generally warm for most of the year. There are two rainy seasons who run from May to mid-August and from November to January. The average temperatures range from 24°C to 31°C.

17. The standard voltage is 240 V and the standard frequency is 60 Hz.

18. The currency is the Guyana dollar (GYD). The United Nations operational rate of exchange is US\$ 1 = GYD 209 as at 30 June 2018. United States dollars, credit cards and travellers' cheques are widely accepted.

19. For additional information on Guyana, please visit the following website: <http://exploreguyana.org/>