



INTERNATIONAL LABOUR ORGANIZATION
Decent Work Team and Office for the Caribbean

Training Programme – “Extension of Social Protection in the Context of Formalization Policies”

Port of Spain, Trinidad, 14-17 March, 2017

Information note

Venue and address:

Kapok Hotel
16-18 Cotton Hill
St. Clair
Port of Spain
Trinidad, W.I.
Telephone: 1-868-622-5765
Fax: 1-868-622-9677
Email: stay@kapokhotel.com
<http://www.kapokhotel.com>

Travel

The ILO will provide one (1) return economy-class airline ticket. Itineraries will be shared with each participant to confirm the flights. **Please approve the itinerary, fill and resend the attached Secure Flight Passenger Data form to ensure that ticketing information is accurate by 10th February, 2017.**

Participants sponsored by their own institution should do their own travel arrangements.

The travel agent has indicated that all delegates must present an up-to-date (under 10 years) International Yellow Fever Vaccination Certificate.

Accommodation

A reservation has been made for the participants sponsored by the ILO at the Kapok Hotel from 13-18 March 2017 (5 nights). The ILO will cover accommodation, breakfast, lunch and coffee breaks; and provide a stipend of US\$100.00 per corresponding day to cover the cost of evening meals and incidentals.

For participants sponsored by their institutions, a reservation for room and breakfast has been made at the Kapok Hotel from 13-18 March 2017 (5 nights) at a cost of US\$155.20 inclusive of taxes per night. Please fill and resend the attached Credit Card form that will be forwarded to the Kapok Hotel. Lunch and coffee breaks will be provided to all participants by the ILO.

Transportation

Each participant should make their own transport arrangements from Piarco Airport to Kapok Hotel on arrival and vice versa on departure. Taxis are available at Piarco Airport and bookings can be made with the dispatcher at the custom's exit or with a taxi driver. The cost is approximately US \$30-\$45 one-way. Taxi drivers are uniformed in white shirt jackets, black or blue trousers with yellow photo identification passes. They will take you to your destination of choice. Taxi services are available 24 hours daily. Taxi services can also be arranged with Kapok Hotel at a cost of US\$30 cash or US\$39 by credit card, a 50% mark-up will be charged between the hours of 10.00 p.m. and 6.00 a.m.

Hotel Check-in Time

Takes place at **3.00 p.m., 13th March, 2017**. Participants who arrive before this time can have their bags stored as their rooms may not be ready.

Hotel Check-out Time

Takes place at **12.00 noon 18th March, 2017**. Based only on availability, participants who wish to check out after 12.00 noon can do so, but will incur an additional cost of US\$40 (**at your own expense**).

Registration and Meeting Agenda

Registration of delegates will begin on 14 March, 2017 from 7:30 a.m. at the Kayak Room, 9th floor, Kapok Hotel.

The meeting sessions will begin at 9:00 a.m. and end at 5.00 p.m. in the Kayak Room. Lunch break will be from 12 a.m. to 2 p.m. and coffee breaks will be available during the morning and afternoon sessions.

Passports and visas

Participants should ensure that they have all the necessary travel and health documents, including a passport valid for more than six months, and any necessary visas, to enable them to enter and remain in Trinidad and Tobago for the duration of the training. The cost of passports, visas, vaccinations or inoculations and health documents will not be met by the ILO.

Sickness/Insurance

In case of accident or sickness during the Meeting, participants should notify one of the members of the ILO immediately. It is advisable to obtain your own health insurance for the total period of the meeting in order that pre-existing medical conditions be covered. Participants are reminded that they should only travel when in good health and are encouraged to pay serious attention to such medical procedures as may be introduced at departure and arrival points.

Contact information

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