
The International Labour Organization
Decent Work Team and Office for the Caribbean

**TRAINING COURSE ON REPORTING ON ILO CONVENTIONS
AND RECOMMENDATIONS**

Savannah Suite, Pegasus Hotel Guyana, Georgetown,
Cooperative Republic of Guyana
13-15 September 2017, 08:30-16:30 daily



Information note

Venue and address

Pegasus Hotel Guyana
Seawall Road, Kingston, Georgetown,
Cooperative Republic of Guyana

Telephone: 592 225 2856
Website: <http://www.pegasushotelguyana.com>

Travel

The ILO will provide one (1) return economy-class airline ticket for your representative.

Please ensure that you carry your International Immunization card with an up-to-date yellow fever vaccine (under 10 years).

Accommodation

A reservation has been made in your name at the Pegasus Hotel Guyana from the 12-16 September 2017 (4 nights). The ILO will cover the cost of bed and breakfast, lunch, conference facilities including coffee breaks; and provide **a stipend of US\$50.00 per night to cover the cost of evening meals and taxi.**

Transportation

Participants are expected to take a taxi from the airport, it is US\$25 one way. The transportation cost is to be covered with the stipend the participant will receive upon registration.

Registration

Registration of participants for the Training Course on Reporting on ILO Conventions and Recommendations will begin at 5:00 p.m. and end at 7:00 p.m. in the Savannah Suite at the Pegasus Hotel on Tuesday, 12 September 2017 and will continue on Wednesday, 13 September 2017 from 8:00 to 8:30 a.m. in the same room.

Training Course on Reporting on ILO Conventions and Recommendations

The Opening Ceremony for the Training Course on Reporting on ILO Conventions and Recommendations will begin at 9:00 a.m. on Wednesday, 13 September 2017 in the Savannah Suite. All participants are kindly requested to be seated by 8:45 a.m. The Training session will follow the Opening.

The training session for the remaining days will commence at 8:30 a.m.

Conference information

All participants are kindly requested to wear their meeting badges to facilitate the ease of identification of participants for access to the meeting room and the restaurant.

Social Events

The ILO will host a Cocktail Reception on Wednesday, 13 September 2017. Additional details will be provided on the first day of the meeting.

Other

Please indicate any specific dietary requirements.

Meeting website

Training Course on Reporting on ILO Conventions and Recommendations:
http://www.ilo.org/caribbean/events-and-meetings/WCMS_564868/lang--en/index.htm

Passports and visas

Delegates 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 Guyana for the duration of the training. However, please note that 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 Training, participants should notify one of the members of the Secretariat immediately.

Where travel expenses and daily subsistence allowance are paid by the ILO, the ILO provides limited group insurance coverage in respect of events occurring during the period of the meeting, as well as during travel to and from the meeting. The ILO shall not accept liability in excess of the coverage and benefit terms of this group insurance.

Coverage is for accident and illness, but it must be noted that pre-existing medical conditions are not covered, nor conditions arising from events during the course of travel, where such travel is not by the most direct route. We emphasize that 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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