



**Workshop to strengthen capacity of health systems to
prevent and respond to violence against women**
Hilton Trinidad & Conference Centre. Port-of-Spain, Trinidad and Tobago
15-17 March 2017

Logistic note

Coordinators of the logistical aspects of the meeting

PAHO Trinidad and Tobago:

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For questions regarding travel, hotel accommodations, and other logistical arrangements, please contact:

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Hilton Trinidad and Conference Centre

Lady Young Road
Ms. Dana Rambaran
Tel. 1 868 624 3211

Visa and entry requirements

Every person (including minors) seeking admission at a port of entry in Trinidad and Tobago must be in possession of a valid machine readable travel document/passport. A person who is not a citizen or a resident of Trinidad and Tobago must be in possession of a valid return ticket to his/her homeland or country of residence. A person who is not a citizen or a resident of Trinidad and Tobago must be in possession of sufficient funds for his/her upkeep during his/her stay in Trinidad and Tobago. An application for an Entry Visa must be submitted to a Trinidad and Tobago Mission abroad or where there



is no Trinidad and Tobago Office, to a UK Embassy or Consulate in a non-Commonwealth country. However, participants are advised to contact the Trinidad and Tobago Consulate in your country or liaise with your local Ministry of Foreign Affairs to verify if you need a visa prior to traveling to the island. Every person seeking admission to Trinidad and Tobago on arrival must complete an Immigration E/D Card (Form 1). All visitors are also required to supply the Immigration Department of Trinidad and Tobago with the name and address of their hotel or place of residence in order to be allowed entry into the island. Further details are available at www.immigration.gov.tt

Persons arriving from Guyana and Suriname are required to provide to immigration proof of Yellow Fever Vaccination in the form of an international vaccination certificate to enter Trinidad and Tobago.

All participants should visit the below link to updated requirements for the International Certificate of Vaccination or prophylaxis (ICVP) with proof of vaccination against yellow fever, 24 February 2017: (see below at the middle left of the page under the PAHO/WHO Scientific and Technical Material section) http://www.paho.org/hq/index.php?option=com_topics&view=article&id=69&Itemid=40784&lang=en

Departure Taxes: A person seeking exit from a port in Trinidad and Tobago to a foreign port must produce:

- Valid Passport/Travel Document
- Completed Immigration E/D Card (Form 2)
- Receipt for payment of Departure Tax Fee. Most airlines include this with the cost of the ticket, but please check with your travel agent to be sure.
- Ticket with attached boarding pass
- A person in transit for 48 hours or less is not required to pay the departure tax fee

Transportation from the airport to the hotel:

Distance airport - hotel: 27 km (17 miles). **Drive time:** around 45 min with no traffic, but can take from 30 minutes to 2 hours, depending on traffic and time of day.

Participants who would like **transfer services from the airport to the hotel** have to call the hotel and arrange this service 1 or 2 days prior to their arrival.

Taxis at the airport:

Bookings for taxi service may be made with the Dispatcher at the Custom's Exit or with a Taxi Driver. Taxi Drivers are uniformed in white shirt jackets, black or blue trousers with yellow photo identification passes to take you to any destination of choice. Taxi services are available 24 hours daily and Tariff Board information is available from the Dispatcher.

- Piarco Airport Taxi Cooperative Society: 868-669-1689
- Dispatcher Contact Number: 868-669-0282

Taxis are available outside the arrivals area; a courteous Taxi Dispatcher is there to assist you. Look for a taxi price board at the airport and be advised to settle on the fare and currency before beginning your trip.

Note: There have been a number of thefts at Piarco International Airport and extra vigilance with valuables is therefore recommended.

Venue

Hotel: Hilton Trinidad & Conference Centre, Port-of-Spain, Trinidad and Tobago. PAHO has arranged for group booking at **Hilton Trinidad Hotel and Conference Centre** for the duration of the workshop. The **workshop meeting room** is located at the **La Boucan Ballroom**.

Address: Hilton Trinidad & Conference Centre, Lady Young Road, Port of Spain, Trinidad and Tobago, Tel: +1-868-624-3211; Fax: +1-868-624-4485. **Website:** <http://www3.hilton.com/en/hotels/trinidad-and-tobago/hilton-trinidad-and-conference-centre-POSHIHH/index.html>

The **rate** negotiated for all participants is **US\$119/night + taxes**. If you are making your own reservation, you can ask to speak to **Ms. Dana Rambaran** and let the hotel know that you are part of the PAHO group. **Breakfast and internet access** are included.

Check-in time: 15:00 hrs; **check-out** time: 12:00 hrs. Requests for late checkout should be addressed to the hotel and will be confirmed according to hotel room availability. **Amenities** include an outdoor pool, tennis courts, fully-equipped fitness center, and sauna and massage rooms. International, Caribbean or local cuisine are offered at the Pool Terrace Garden restaurant. Japanese food is offered at the Luce Restaurant, while light snacks and sandwiches are available at the Lobby Bar.

Meals & food

- **Breakfast** is included in the nightly room rate
- **Lunch** and **light snacks** will be provided during the workshop
- **Dinner** – Participants whose costs are covered by PAHO will be provided with ad hoc per diem to cover this cost

Safety and security

It is mandatory for United Nations system personnel and eligible family members to receive a Security Orientation Briefing (SOB) from UNDSS within 24 hr of their arrival. To meet this requirement, a brief SOB will take place at the beginning of the workshop.

UN Personnel **and all visitors** are recommended to:

- Establish and maintain close liaison with their counterpart(s) in Trinidad and Tobago in relation to contact information, accommodation, mode of travel and movements.
- Carry a means of communication with them at all time with emergency contact information numbers.
- Natural disasters are a potential threat, tremors are felt frequently and the risk of an earthquake considered high. All persons should monitor the local media for information about possible new safety or security risks. Do not bathe at unmarked, unpatrolled beaches. Tides and undercurrents can be dangerous, and waves can exceed five feet in height.

- Avoid walking on your own in solitary or dark areas; as well as in areas surrounding hotels and casinos. Walking in the city can be dangerous especially at night since most robberies occur at this time.
- Avoid the use of ATM machines in poorly-lit and solitary areas.
- Avoid the use of jewelry or valuables when leaving the hotel facilities on your own
- Carry with you only the cash you will need. Do not display large sums of cash.
- Mind your laptops, mobile phones or other similar equipment at all times
- Participants are strongly discouraged to hail cabs on the street; instead, they should use radio taxi services or request the hotel for assistance.
- Always keep for yourself a copy of the ID page and the Immigrations entry visa page of your passport. Leave the original in the safe box of your hotel room or in a secure place.
- When paying by card, keep it at sight, keep the receipts and check your credit card account regularly, at least every week. Report to your bank unauthorized charges immediately.
- Secure your hotel room windows and door/doors before retiring at night.

In Trinidad: Violent crimes, including gun and drug-related crimes, assault, kidnapping for ransom, sexual assault and murder are prevalent in the island of Trinidad particularly in areas of the capital Port of Spain, and San Fernando. Muggings and robbery from vehicles and property are a risk particularly in urban areas and near ATMs. However, these can occur anywhere. Bystanders and/or foreign nationals have been victims of these crimes. At present, the areas experiencing higher criminal activities are Laventille, Beetham Estate, and Sealots. Traveling along the Lady Young Road at night is not recommended.

Crossing through the Queen's Park Savannah and walking within the eastern part of downtown Port-of-Spain should be avoided.



DO NOT RESIST ROBBERS OR MUGGERS!!

Sporadic civil unrest and demonstrations may cause significant disturbances throughout the country. You should avoid large crowds and demonstrations. Monitor local media news reports for current information.

Local Emergency Numbers:

- Emergency – 911
- Fire – 990
- Office of Disaster Preparedness Management-Emergency - 511
- Police – 999
- Ambulance - 811

Financial matters

The meeting organizers will cover the costs of the venue, i.e., rental of meeting rooms, equipment, supplies, coffee breaks, air tickets, meals and accommodation during the dates of the meeting. Participants are expected to cover any upgrade, extension or extra charges. If a participant wishes to make additional charges, she/he must open a personal account upon arrival at the hotel's reception at the time of the check-in. The currency of Trinidad & Tobago is the TT dollar. Coins come in denominations of TTD \$1 and 50, 25, 10, 5 and 1 cents; and banknotes in TTD \$1, 5, 10, 20 and 100. The **rate of exchange** from TTD to USD at 3 March 2017 is 6.725

Major credit cards (Master Card, Visa, American Express) are accepted almost everywhere but don't expect to use cards at small shops, stalls, and bars, etc. The US dollar is accepted in most establishments. Participants are advised to carry with them small denominations of currency.

Health

Food and water: Participants are advised to never drink tap water and consume only bottled water that is sealed. Avoid foods served at room temperature or from street vendors; as well as raw or undercooked meat or fish. Zika, Chikungunya, Dengue, and Yellow Fever are present on the island. It is recommended for all travelers to use certified insect repellents, wearing light colored, long sleeved shirts and pants prevent mosquito bites. Repellents used on the skin can also be applied to clothing but provide a shorter duration of protection and must be reapplied after laundering. Apply lotion, liquid, or spray repellent to exposed skin. Ensure adequate protection during times of day when mosquitoes are most active. Vector mosquitoes bite mainly from dawn to dusk. Zika outbreaks have been reported in Trinidad and Tobago. Because of the risk of birth defects in babies born to women who were infected with Zika while pregnant, women who are pregnant should not travel to Trinidad and Tobago. For more information, see: <https://wwwnc.cdc.gov/travel/notices/alert/zika-virus-trinidad-and-tobago>

Medicines: Although foreign drugs and medicines are usually easy to obtain, participants are recommended to bring necessary and routine medications along with the doctor's prescription, if possible.

Vaccinations: As noted before, all persons arriving from Guyana and Suriname are required to provide to immigration proof of Yellow Fever Vaccination in the form of an international vaccination certificate to enter Trinidad and Tobago.

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Hospitals & Emergency Medical Services:

St Clair Medical Centre

#18 Elizabeth Street

St. Clair. Port-of-Spain, Trinidad, West Indies

Tele: (868) 628-1451 / (868) 628-8615. **Fax:** (868) 622-3124

Website: www.medcorpltd.com

Email: info@medcorpltd.com

West Shore Medical Private Hospital

239 Western Main Road

Cocorite, Trinidad, West Indies

Accident and Emergency Department: (868) 622-9878. PBX: (868) 622-9878 / 9670. Fax # Admissions: (868) 622-8206. Fax # Administration: (868) 622-3289

Website: <http://westshoreprivatehospital.com/home.html>

Medical attention will be available on a 24-hour basis at the hotel. Contact information for UN Doctors is also provided below:

Name	Hospital/ Medical Centre	Home Address	Telephone
Dr. Jameel Mohammed	Private Practice, 8 Albion Street, Port of Spain	12 Cromwell Road, Cascade, Trinidad W.I.	1 868 624 4564/ 1 868 625 2233
Dr. Oliver Young Pong	Private Practice, 11 Long Circular Road, St. James	54 Alyce Glen, Petit Valley, Trinidad W.I.	1 868 628 7802/ 1 868 681 1548
Dr. Caroline Grant	Private Practice, Family Medical Centre, 73A Saddle Road, Maraval	Hololo Mountain Road, Cascade	1 868 628 2297 (W) 1868 621 3068 (H) 1 868 739 2258 (C)

Other useful information

Weather: Over the course of a year, the temperature typically varies from 21 °C (71°F) to 31°C (89°F).

Dress code: Outdoor light clothing is recommended. Indoors, where air conditioning is usually strong, it is recommended to bring a piece of a light coat (shawl, jacket).

Etiquette: People usually shake hands when greeting one another and maintain direct eye contact. In occasions, the handshake may be combined with a nod of the head. Titles are important and should be included when addressing your interlocutors, which is usually done by using his or her title. The concept of time is relatively relaxed and punctuality may not always be observed. This should not be considered offensive.

Voltage in electrical outlets: Electrical sockets (outlets) in the Republic of Trinidad and Tobago are very similar to the electrical outlets found in the United States and Canada, and Latin America, and if your appliance has a plug suitable for those places' plugs, it's possible that you won't need any adapter at all in order to plug in there. Visitors from places where another voltage is used may consider purchasing an adaptor prior to travel.

Local Time: GMT-4 (Equivalent to EDT in summer; one hour ahead of EST in winter).

Standard business hours are from 8:00 am to 4:00/4:30 pm for government and most other offices.

Banking hours vary:

- 8:00 am to 2:00 pm, Mondays to Thursdays
- 8:00 am to 1:00 pm and 3:00 pm to 5:00 pm, Fridays

Shopping mall hours: 9:00/10:00 am to 6:00/7:00 pm

Please visit this link for a list of national holidays: <https://otp.tt/trinidad-and-tobago/national-holidays-and-awards/>

Attractions in Trinidad and Tobago

“...Trinidad ... this tiny melting pot of a country — which shares nationhood with neighboring Tobago, and has a rich Indian-Creole-African-Chinese-British heritage — feels welcoming and authentic. Skyscrapers don’t exist; instead, there are captivating gingerbread-style houses with fanciful latticework. The local cuisine, which reflects its hodgepodge of cultures, is intriguing and delicious but not fancy: The best meals are eaten on the street and at cafeteria-style counters, not in high-end restaurants, which tend to be Europeanized. Spend Friday in the capital, Port of Spain, then use Saturday for excursions north to the beach and south to explore the calm waterways and wild birds of the Caroni Swamp.”

The New York Times. “36 hours in Trinidad”, February 23, 2017

See the complete article at https://www.nytimes.com/interactive/2017/02/23/travel/what-to-do-36-hours-in-trinidad.html?ref=collection%2Ftimestopic%2FTrinidad%20and%20Tobago&action=click&contentCollection=world®ion=stream&module=stream_unit&version=latest&contentPlacement=1&pgtype=collection

Some places to visit within walking distance of hotel in Port-of-Spain are Royal Botanical Gardens, Emperor Valley Zoo, Queen’s Park Savannah, National Museum and Art Gallery, and Fort George.

Some places to visit outside of Port-of-Spain are Maracas Beach, Caroni Swamp and Bird Sanctuary, Asa Wright Nature Centre and Lodge, Pointe-a-Pierre Wild Fowl Trust, Yerette Hummingbird Sanctuary, Chaguaramas Board Walk, Down D’ Islands (DDI), and Pitch Lake.

Shopping, dining, and entertainment: Movietowne, Invader’s Bay, The Falls at West Mall, West Moorings, Trincity Mall, Trincity Grand Bazaar, Valsayn, and Ariapita Avenue, Port of Spain

PAHO Contacts in Trinidad

The Pan American Health Organization/World Health Organization

1st Floor, Briar Place -10-12 Sweet Briar Road

P.O. Box 898

St. Clair, Port-of-Spain. TRINIDAD

Tel 1 [868] 612-2000 +1 [868] 622-4202. Fax 1 [868] 628-4719 . Website: www.paho.org/trt

Dr. Bernadette Theodore-Gandi

PAHO/WHO Representative for Trinidad and Tobago

Tel: 1 [868] 612-2001. Mobile: 1 [868] 686-1997. gandiber@trt.paho.org

Ms. Izola Garcia

Consultant, Family Health and Disease Management

Tel: 1 [868] 612-2010. Mobile 1 [868] 351-6528. garciaizo@paho.org

Have a safe flight and see you in Trinidad!!!