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**FIFTH SUMMIT OF THE AMERICAS**  
**PORT OF SPAIN, TRINIDAD AND TOBAGO**  
**APRIL 17-19, 2009**

**INFORMATION BULLETIN No. 3**

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## 1. PURPOSE

Bulletin No. 3 provides updated information on the Fifth Summit of the Americas to be held in Port of Spain, Republic of Trinidad and Tobago from April 17-19, 2009.

## 2. ARRIVALS

### Requirements for Entry into the Republic of Trinidad and Tobago

#### A. PASSPORTS

Every person seeking entry into the Republic of Trinidad and Tobago must be in possession of a valid passport. Persons will be required to complete an Immigration (E/D) Card to enter the country. The E/D Card is provided by commercial airlines. For persons travelling on non-commercial aircraft the E/D cards will be provided on arrival.

#### B. VISAS

Holders of passports issued by the following countries require visas for entry into the Republic of Trinidad and Tobago:

Bolivia  
Haiti  
Paraguay

#### Visa Exemption

However, for the period March 22-April 22, 2009, persons from these countries travelling to Trinidad and Tobago to participate in official pre-Summit and Summit events will be exempt from the visa requirements.

Holders of Haitian Diplomatic and Official passports on visits to Trinidad and Tobago of thirty days or less are exempt from the visa requirement.

In the case of delegates participating in the Summit, the visa exemption request and relevant information should be sent by letter to the National Secretariat as indicated below:

Mr Carl Francis  
Permanent Secretary in the Office of the Prime Minister and Director of Protocol  
National Secretariat for the Fifth Summit of the Americas  
Level 14, Tower C, International Financial Centre  
No. 1A Wrightson Road,  
Port of Spain,  
Republic of Trinidad and Tobago  
Tel: 868-625-7937  
Fax: 868-627-1529  
E-mail [protocol@opm.gov.tt](mailto:protocol@opm.gov.tt)

For delegates participating in the pre-Summit fora, such requests and information should be directed to the relevant co-ordinators as indicated below:

#### PRIVATE SECTOR FORUM

**Richard Ramsawak**  
Delegate Coordinator  
Private Sector Forum  
National Secretariat for the  
Fifth Summit of the Americas  
Level 14, Tower C,  
International Financial Centre  
No. 1A Wrightson Road,  
Port of Spain,

#### YOUTH FORUM

**Christalle Gemon**  
Delegate Coordinator  
Youth Forum of the Americas  
Trinidad and Tobago and  
CARICOM participants  
National Secretariat for the  
Fifth Summit of the Americas  
Level 14, Tower C,  
International Financial Centre

#### CIVIL SOCIETY FORUM

**Satie Jamraj-Marimuthu**  
National Secretariat for the  
Fifth Summit of the Americas  
Level 14, Tower C,  
International Financial Centre  
No. 1A Wrightson Road,  
Port of Spain,  
Republic of Trinidad and Tobago  
Tel: (868-623-7912/625-

Republic of Trinidad and Tobago  
Tel: (868-623-7912/625-7937/623-4374  
Fax: 868-627-1529  
e-mail:  
[privatesectorforum@opm.gov.tt](mailto:privatesectorforum@opm.gov.tt)

No. 1A Wrightson Road,  
Republic of Trinidad and  
Tobago Port of Spain  
Tel: 868- 623-7912/623-  
0457/627-8225  
Fax: 868- 627-4011  
e-mail:  
[youthforum@opm.gov.tt](mailto:youthforum@opm.gov.tt)

7937/623-4374  
Fax: 868-627-1529  
E-mail  
[civilsociety@fifthsummitoftheamericas.com](mailto:civilsociety@fifthsummitoftheamericas.com)

Holders of passports issued by the following countries do not require visas for entry into the Republic of Trinidad and Tobago for visits of up to ninety (90) days for vacation or business:

Argentina  
Brazil  
Canada  
Chile  
Colombia  
Costa Rica  
Dominican Republic  
Ecuador  
El Salvador  
Guatemala  
Honduras  
Mexico  
Nicaragua  
Panama  
Peru  
United States of America  
Uruguay  
Venezuela

Citizens of CARICOM Member States do not require visas.

#### **C. VACCINATIONS COUNTRY REQUIREMENT**

A yellow fever vaccination certificate **is required from travelers** over 1 year of age coming from countries with risk of yellow fever transmission.

#### **D. DUTY FREE ENTRY OF GOODS**

Visitors to the Republic of Trinidad and Tobago are allowed to enter the country with articles for personal use. These articles are exempt from duty and taxes if they are declared on arrival and exported on departure. Such personal articles include clothing, personal computers and cameras. A limited quantity of alcoholic beverages and tobacco products for personal use are also allowed duty and tax free entry. These products are limited to:

- Alcoholic beverages (Wine or spirits not exceeding 1.5 litres)
- Tobacco products (200 cigarettes or 50 cigars or 250g of tobacco)

Delegations wishing to enter the country with items in excess of these allowances should notify the National Secretariat at least two weeks prior to their travel to the Republic of Trinidad and Tobago and be prepared to pay the pertinent charges.

#### **E. IMPORTATION AND USE OF FIREARMS AND AMMUNITION**

The importation and use of firearms and ammunition for security personnel are subject to the following procedures:

### **Police Requirements**

An application must be made to the Commissioner of Police for a Firearm Import Permit, outlining the quantity, type, serial number and calibre of the firearm and ammunition.

An application must also be made to the Commissioner of Police for a Firearm User's Licence. The application form must be accompanied by two (2) passport sized, colour photographs of the person to whom the licence is to be granted and must be signed by the user.

Additionally, in order to export a firearm, an application must be made to the Commissioner of Police, outlining type, calibre, serial number, reason and destination of the firearm and ammunition. This is necessary for all firearms leaving the country. The forms can be downloaded from the Fifth Summit of the Americas website: <http://fifthsummitoftheamericas.org/> (Summit Services, Security).

These forms should be accompanied by a covering letter from the respective Ministry of Foreign Affairs detailing the dates and times of arrival and departure of the security personnel.

Application forms must be submitted for processing and approval at least one (1) month before the commencement of the Summit. It is advisable, however, that applications be submitted earlier in order to ensure processing before the arrival of Delegations.

The Commissioner of Police will assign a Senior Police Officer to deliver the Permits/Certificates to the security personnel upon arrival in the Republic of Trinidad and Tobago, and before interaction with Customs Authorities.

Once the approved documents are delivered, armed personnel will be required to keep and carry same while in the Republic of Trinidad and Tobago and hand them over to a designated Customs Officer at the point of departure.

It should be noted that Section 34 (1) of the Firearms Act of the Republic of Trinidad and Tobago makes it an offence for anyone without lawful authority to have on his person or under his personal control, any firearm or ammunition while boarding; attempting to board or when disembarking from any aircraft.

### **Customs Requirements**

Section 17 of the Firearms Act 1970 of the Laws of the Republic of Trinidad and Tobago gives the Commissioner of Police discretion in the granting of all licences, certificates or permits, relative to the importation, exportation and carrying of any type of firearm and ammunition.

Further, Section 31 (1) provides that no person may import into the Republic of Trinidad and Tobago any firearm or ammunition except under, and in accordance with, the terms of a Firearm Import Permit.

Upon arrival in the country, both the Captain/Master of the aircraft or ship and the passenger importing the item(s) must declare these items to the Customs and Excise Division.

The passenger must declare the item(s) on his/her Passenger Arrival Form and the Captain/Master must make the declaration on the manifest submitted to the authorised Customs Officer.

A full physical inspection of the firearm must be carried out by the Customs and Excise Division to verify that the type, quantity, and where applicable, that the serial numbers of the items conform to the import permit before they are admitted.

An export licence must also be obtained for the exportation of the firearm and ammunition along with a physical inspection. Firearm and ammunition on board military aircraft or vessels are exempt from the above requirement.

Once all the requirements are met, the Customs and Excise Division will facilitate timely and expeditious processing.

#### **F. RECEPTION AT THE AIRPORT**

##### **Welcoming Parties**

A short Ceremonial Welcome will be held at the Piarco International Airport for all Heads of State/Government and spouses.

To effectively coordinate arrivals and departures, the Director of Protocol at the National Secretariat should be informed of:

- the respective flight schedules
- information concerning the use of Non-Commercial Aircraft; and
- the number and composition of Delegations accompanying the Head of State/Government.

All information should be addressed to the National Secretariat for the attention of the Director of Protocol, Mr. Carl Francis at [protocol@opm.gov.tt](mailto:protocol@opm.gov.tt)

Other members of Delegations will be greeted at the airport. Transport to their respective hotels will be provided. The procedure on arrival is:

##### **Arrival Procedure - Heads of State/Government**

Head of State/Government will be received by Welcoming Party at the Aircraft. Welcoming party to include Minister/Protocol Officer/Country Ambassador. A brief protocol ceremony will follow and Heads of State/Government will then be escorted to official motorcade on the Aircraft Parking Platform. Personal entourage and Head of Mission may join the motorcade. (Please note that the Head of Mission vehicle will be required to be at the Airport 2 hours prior to the arrival of the aircraft). Heads of State/Government will then be transported to their accommodation.

##### **Arrival Procedure - Official Delegation**

- Delegation Coordinator is met by local Customs and Immigration personnel
- Delegates identify luggage and move directly to waiting buses
- Buses transport delegates directly to Hotel/Cruise Ship.

Separate transportation will be provided for Delegation Coordinators and/or their representative(s).

#### **G. LIAISON OFFICERS**

Liaison Officers will be appointed to facilitate communication between the Delegations and the National Secretariat.

Liaison Officers will be assigned to each Delegation as follows:

- 1 Protocol Officer for the Head of State/Government, or Head of Delegation;
- 1 Protocol Officer for the Spouse of the Head of State/Government;
- 1 or 2 Liaison Officers for the other members of each Delegation, depending on the size of the delegation.

The names of the assigned Liaison Officers will be provided to the Delegation Coordinator upon the Delegation's arrival in Trinidad and Tobago. The Liaison Officers will be presented to their respective Delegations upon arrival at the Hotel/Cruise Ship.

Services to be provided by Liaison Officers include:

- Facilitation of communication between the Delegation and the National Secretariat;
- Logistical support to Delegations attending the Summit;

- Provision of information concerning, *inter alia*, meetings, venues, hotels, schedules, time adjustments, transportation, flight schedules, security issues, the accreditation process, social and cultural events; and
- Provision of general information on the Republic of Trinidad and Tobago and the City of Port of Spain in particular.

All enquiries regarding Liaison Officers should be directed to the Director of Protocol, Mr. Carl Francis at [protocol@opm.gov.tt](mailto:protocol@opm.gov.tt)

#### **H. Delegation Coordinator**

It was advised that all delegations identify a Delegation Coordinator (DC), to be the official point of contact for all logistical aspects of participation in the Summit. The DC will have full responsibility for the accreditation of Delegates and should be the only person authorized to verify accreditation. Countries were requested to submit the name and contact information of their respective Delegation Coordinators to the National Secretariat by February 8, 2009. The following documents will be required from the Delegation Coordinators on arrival:

- Air Manifest
- Passport for each member of the delegation (including those of Dignitaries)
- Duly completed C 15 Declaration Forms (including those of dignitaries)
- Duly completed C 88 Declaration Forms (Unaccompanied Baggage)

Those Member States which have not yet submitted the names and contact information of Delegation Coordinators to the Director of Protocol are urged to do so as a matter of urgency.

#### **I. BAGGAGE PROCEDURE**

##### **North Terminal Commercial Flights**

**Heads of State/Government and Delegations:** Luggage to be identified by security and secured within motorcade for transportation.

**Delegates:** Delegates must collect and accompany their bags through the Customs screening area. Luggage will then be transported by the National Secretariat to respective cruise ship/hotel.

##### **South Terminal Private Flights**

**Heads of State/Government and Delegations:** Luggage to be identified by security and secured within motorcade for transportation.

**Delegates:** Luggage will be taken off plane by service provider and scanned in designated area.

Luggage, accompanied by the DC, will then be transported to the Cruise Ship Terminal or designated hotel.

Additionally, Special Summit Counters will be established in the Immigration and Customs areas for delegates not travelling with the Delegation Coordinator.

#### **J. Order of Precedence**

The Order of Precedence that will be used for the Summit of the Americas will be alphabetical order – **Spanish**.



### **3. TRANSPORTATION**

#### **A. AIR TRANSPORTATION**

##### **i) Commercial Aircraft**

Participants in the Fifth Summit of the Americas who will be travelling by commercial airline are advised to make appropriate reservations for travel.

##### **ii) Non-Commercial Aircraft**

Entry into the territory of the Republic of Trinidad and Tobago by Non-Commercial aircraft requires the approval of the Government of the Republic of Trinidad and Tobago.

Delegations were asked to make their over-flight and landing requests by February 28, 2009, through the Ministry of Foreign Affairs of the Republic of Trinidad and Tobago and subsequently inform the National Secretariat through the Director of Protocol.

Delegations will be responsible for all ground handling arrangements related to the use of Non-Commercial aircraft, including ground support and fuel, as well as all associated costs.

Where required, arrangements will be made to facilitate parking of aircraft at the Piarco International Airport. Delegations were requested to make these arrangements with the Airports Authority of Trinidad and Tobago by February 28, 2009.

##### **iii) Fuelling of Non-Commercial Aircraft**

Fuelling of aircraft will be facilitated by:

- Direct contact with the National Petroleum Company Limited of Trinidad and Tobago (NP). Information is available on NP's website at <http://www.np.co.tt/>.

#### **B. GROUND TRANSPORTATION**

##### **Transportation for Delegates**

The Government of the Republic of Trinidad and Tobago will provide the following for each Delegation:

- Vehicle for Head of Delegation
- Vehicle for Spouse of Head of Delegation
- Vehicle for Minister of Foreign Affairs
- One dedicated vehicle (15 passenger Mini Buses) for the Delegation from April 13-20, 2009.

##### **Transportation**

###### **Airport Arrival/Departure**

- Transportation to and from Piarco International Airport will be provided for all Delegates and Media Representatives traveling with the Head of Delegation
- Delegates and Media Representatives traveling separately will have access to National Secretariat airport shuttles to official hotels and the cruise ships
- Airport shuttles will commence at 8:00 a.m. on April 13, 2009.

##### **Transportation**

###### **Summit Shuttle Service**

Transportation shuttles include:

- Airport Shuttle – to/from Piarco International Airport
- Seaport Shuttle – Cruise ships to Summit Venues
- Media Shuttle – Carnival Victory to Media Centre
- Event Shuttles – National Stadium/NIPDEC Parkade to Hyatt Regency, Trinidad

If you require further information, please contact:

**Benedict Lopez**

Transportation Officer

National Secretariat for the Fifth Summit of the Americas

Level 12, Tower C, International Financial Centre,

1 A Wrightson Road, Port of Spain, Trinidad.

Office : 868-623-7912/ 1-868-623-0457

Email : [benedict.lopez@opm.gov.tt](mailto:benedict.lopez@opm.gov.tt)

#### **4. ACCOMMODATION**

##### **A. Hyatt Regency Trinidad**

Each Delegation will be allocated 1 suite plus six (6) rooms at the Hyatt from April 16– 20, 2009. One suite and one room will be provided courtesy of the Government of the Republic of Trinidad and Tobago from April 16–20, 2009, inclusive of room taxes, meals (excluding alcoholic beverages), internet access, laundry and local telephone charges. Additional room allocations, where approved, have been based on formal requests from delegations. All rooms not contracted by delegations by 31st March, 2009 will be re-distributed.

Based on instructions outlined in Bulletin No. 2 for reservations and consequently, the accommodation requirements requested by country delegations and the members of the Joint Working Summit Group (JWSG), suites and rooms will be reserved at the Hyatt Regency Trinidad on behalf of the countries and the JWSG.

The Accommodation Coordinator for each Delegation will be required to complete the *Hyatt Regency Trinidad Reservation Request Form* and the *Billing Instruction Form*, copies of which are at Annexes F and G and which will be posted on the National Secretariat's website: <http://fifthsummitoftheamericas.org> These forms must be submitted to the Hyatt Regency Trinidad at [Trinidad.reservation@hyatt.com](mailto:Trinidad.reservation@hyatt.com) by March 31, 2009.

The room rates per day for guestrooms at the Hyatt Regency Trinidad are:

- Standard Room Rate for Single occupancy: US\$365
- Standard Room Rate for Double occupancy: US\$385
- Deluxe Room: US\$425
- Regency Suite: US\$490
- Executive Suite: US\$550

All of the rates quoted above are inclusive of breakfast and are subject to 21 per cent service charge and tax per room nightly.

Each Delegation will be required to indicate the method of payment for hotel expenses as well as the arrival and departure dates.

Upon submission to the Hotel of the *Hyatt Regency, Trinidad, Reservation Request Form* and the *Billing Instructions Form*, and identification of a form of payment, the Hyatt Regency Trinidad will provide the room confirmation codes to each Delegation's Accommodation Coordinator.

##### **B. Cruise Ship Accommodation**

Accommodation is provided for Country Delegations as well as International Organizations, and persons attending the Private Sector Forum and the Youth Forum of the Americas on the Caribbean Princess. Accommodation is provided for media representatives and persons attending the Civil Society Forum on the Carnival Victory Cruise Ship. These ships will be anchored in the Port of Spain harbour in the vicinity of the Hyatt Regency, Trinidad.

Both ships will be available for boarding at 8:00 p.m. on April 13, 2009. Guests requiring accommodation prior to April 13, or after 11.a.m on April 20, are advised to make the necessary arrangements with land based hotels. Information on accommodation is available at [www.gotrinidadandtobago.com](http://www.gotrinidadandtobago.com)

Online reservations for the cruise ships are available via the Accommodation link on the Summit website at <http://fifthsummitoftheamericas.org> The site contains the relevant information required to make a reservation for the cruise ships. Online assistance for reservations is also available in Spanish and English at [VSOA@experient-inc.com](mailto:VSOA@experient-inc.com).

The National Secretariat for the Fifth Summit of the Americas has reserved a block of staterooms for each Delegation/Organization on board the cruise ship. Completion of the online form will serve as an official request/confirmation of the staterooms and specific categories required. In keeping with the deadline, all official requests for stateroom blocks that have not been received will be redistributed and delegations will be informed of their new allocations by Friday March 27, 2009. All delegations will then be required to reserve these new allocations as well as submit the names of individual members of each delegation, including payment by **March 31, 2009**. You will receive notification of your confirmed stateroom block and instructions regarding the process to make reservations for persons within your block allocation.

The Fifth Summit Secretariat will attempt to keep your requested block of staterooms in close proximity on the ship, however, staterooms in multiple categories cannot be guaranteed on the same deck.

Full payment must be made for all rooms **by March 31, 2009**. **Cancellations can be made at any time. Please Note that there are no refunds.** All payments must be made in **US dollars** and via credit card or official/certified cheque to **VSOA – Experient, Inc.**

The following room rates include accommodation, meals, standard shipboard gratuities and Government taxes and fees per room per night. Double occupancy is available for categories E and F **only** of the Carnival Victory and F and G **only** for the Caribbean Princess at an additional cost of US\$100 per person, per night.

<b>Carnival Victory</b>	
Room Category & Description	Per Room Per Night, Cost \$US
Category A - Penthouse suite w/balcony	\$ 650
Category B - Suite w/balcony	\$ 550
Category C - Ocean view w/balcony	\$ 450
Category D - Premium Ocean view	\$ 400
Category E - Ocean view w/obstructed view	\$ 275
Category F – Interior	\$ 225

<b>Caribbean Princess</b>	
Room Category & Description	Per Room Per Night Cost \$US
Category A - Penthouse suite w/balcony	\$750
Category B - Premium Suite w/balcony	\$650
Category C - Mini-Suite w/balcony	\$575
Category D - Ocean view w/balcony	\$475
Category E - Premium ocean view	\$425
Category F - Ocean view w/obstructed view	\$300
Category G - Interior	\$250

Please note that access to the ships will require accreditation of all attendees. You can proceed to the accreditation tab on the [www.fifthsummitoftheamericas.com](http://www.fifthsummitoftheamericas.com) website. Once your room block has been confirmed you will receive additional detailed information to proceed through the accreditation process. Should an attendee not be accredited, stateroom charges for the non-accredited attendee will be refunded.

#### **Incidentals**

It will be possible to establish a "Master Account" which will allow persons in each delegation to sign their charges to the same account. It is to be noted that specific incidentals to this account must be stipulated and one authorized signature for this account must be identified. Delegations must identify the person responsible for authorizing charges to this account. This may be done at [VSOArequests@landrykling.com](mailto:VSOArequests@landrykling.com). All requests for establishing a Master Account must be finalised **by April 03, 2009**.

In keeping with the procedures of land-based hotels, **all individuals being accommodated on board the cruise ships must present a credit card or a refundable cash payment (in U.S. dollars) of US\$300 upon check in**, for incidentals not stipulated in the Master Account or for personal incidentals. This may include for example, personal onboard charges such as alcohol and spa treatments.

Further information on how to establish a Master Account and a list of the items that require additional/personal onboard charges is available at [VSOArequests@landrykling.com](mailto:VSOArequests@landrykling.com). In addition, **all incidentals must be settled by the Delegate prior to departure**.

#### **Special Room Requests**

Special requests are subject to the approval of the National Secretariat. In order to allow for sufficient time for these requests to be met, the National Secretariat wishes to advise that they

be identified in advance. Delegations may send special room requests to [VSOA@ experient-inc.com](mailto:VSOA@experient-inc.com) no later than **March 31, 2009**.

### **Accommodation Desk**

An accommodation desk will be located at the Piarco International Airport, in the vicinity of the Accreditation Centre for on-site bookings for delegates only. For media representatives, this option will be available only at the Accreditation Centre at the corner of Hart and Abercromby Streets, Port of Spain. **Please note that there will be on site reservation fee of \$US50 per person.**

### **Cruise Ship Baggage**

#### **North and South Terminal – Piarco International Airport**

Baggage for persons being accommodated on board the cruise ships and who arrive on the South Terminal and commercial flights at the North Terminal will undergo the following procedure:

- Arriving passengers from the North Terminal will claim their baggage and place it at a designated secured baggage holding area at the airport, for screening. There will be designated service counters at this Terminal for participants of the Fifth Summit of the Americas. Delegates arriving from the South Terminal do not claim their baggage since it will be offloaded and taken for screening, whilst delegates are transported to their accommodation venues.
- Luggage will then be tagged by airport personnel, with the ships' appropriate tags identifying the Cruise Ship's name, passenger name and cabin number. The luggage will subsequently be placed on a luggage truck, under the surveillance of the Delegation Baggage Coordinator, who will witness the sealing of the luggage truck and accompany the truck to the Port of Port of Spain. Please note that there will be pre-set times for luggage transportation to ships.
- In instances where there is no Delegation Baggage Coordinator, individuals must accompany their baggage through the screening process and hand over to the baggage truck.
- The Baggage will be dropped off at the Cruise Ship's specific designated area at the Port of Port of Spain's Cruise Ship Facility and/or be transferred directly to the ship. The seal on the truck can only be broken in the presence of the Port's security, shipboard security and the Delegation Baggage Coordinator accompanying the truck. Once the baggage is inside the ship, it will be sorted by deck and cabin number and delivered to the appropriate Stateroom for guests.
- Carry on baggage or any baggage walked through the Port's facility, regardless of its origin will need to be screened at the terminal. This includes all baggage belonging to persons coming from land based hotels.
- For Delegations/persons that will be staying both at the cruise ships as well as land based hotels, the luggage for the ship will be separated from the luggage going to the hotels and transferred in different luggage trucks in order to maintain the security seal.

#### **Cruise Ship Check in Process at the Cruise Ship Complex Facility**

Upon arrival at the Port of Port of Spain, delegations and persons boarding both cruise ships will be required to check-in as well as undergo security screening. The Port of Port of Spain Cruise Ship Terminal is located at No. 4 Dock Road, Port of Spain. Delegates and Media will be allowed to check-in on the Caribbean Princess and the Carnival Victory from 8:00 p.m. on April 13, 2009.

The location of the check-in points, although both at the Cruise Ship Terminal, would vary based on the cruise ship in which persons will be boarding. Persons boarding the Caribbean Princess should do so at Terminal 1 and for the Carnival Victory Terminal 2. **Persons boarding the ships must present their printed e-ticket and their Passport ID, upon arriving at the ships' gangways.** A shuttle service will be available from both the Cruise Ship Complex Facility and Shed # 4 to the cruise ships' gangways.

Persons/delegations will receive a notice from the ships' staff during the course of their stay to confirm their departure transport requirements.

### **Check out at the Caribbean Princess and the Carnival Victory**

All delegates are required to check-out and **disembark both cruise ships by 11:00 a.m. on April 20, 2009. All payments for onboard expenses must be settled prior to departure.**

Transport will be available for delegations and media from the Cruise Ship Terminal to the Piarco International airport as well as for persons requiring accommodation **immediately** thereafter at land based hotels. Persons requiring transportation to land based hotels will be provided transport to hotels only within the City of Port of Spain.

#### **Media Accommodation:**

The process for media accommodation is articulated in the Cruise Ship Accommodation section immediately above.

## **5. ACCREDITATION**

All persons participating in the Fifth Summit of the Americas must be accredited by the National Secretariat. A personal, non-transferable Identification (ID) badge will be issued to each person participating in the Fifth Summit of the Americas. This ID badge must be worn at all times and visibly displayed in order to access official Summit sites. Delegations should note that different levels of access will be granted to Summit venues and events.

#### **Pre-Conference Registration**

In order to guarantee accreditation, each participant must register prior to March 31, 2009. Accreditation forms received after this deadline may be subject to processing delays and the National Secretariat cannot guarantee that accreditation will be completed in time for the Summit.

On-line registration for accreditation has commenced. The National Secretariat will provide each Delegation Coordinator (DC), with the e-mail address, code and password required to register all participants from his/her Delegation. The registration of Delegates must be authorized by the DC in order for accreditation to proceed.

All queries regarding Accreditation should be addressed to [delegates@opm.gov.tt](mailto:delegates@opm.gov.tt). Delegation Accreditation Officers have been assigned for the following:

#### *CARICOM States*

*and International Organisations*

*Central and South America*

*Canada and USA*

Natasha Williams [natasha.williams@opm.gov.tt](mailto:natasha.williams@opm.gov.tt)

Rebecca Cockburn [rebecca.cockburn@opm.gov.tt](mailto:rebecca.cockburn@opm.gov.tt)

Alicia Wellington [alicia.wellington@opm.gov.tt](mailto:alicia.wellington@opm.gov.tt)

The DC is advised to provide the assigned Accreditation Officers with the following information:

- Completed accreditation forms for each delegate
- Photograph of each delegate
- Arrival/Departure schedules; and
- Name and designation of members of the Delegation in Order of Precedence.

Delegation Coordinators (DCs) are required to attach a digital photograph of all persons to be registered. Submissions must comply with the photograph specifications listed below:

- JPEG format, no larger than 50KB
- Colour and passport sized (50 mm x 70 mm)
- Taken in the past six months
- Image must be clear, well defined and clean

- Image must be set against a light-coloured, plain background and must occupy at least two thirds of the space
- File name for digital images must be identified as follows: surname\_given name\_date of birth (Year/Month/Day); and
- Any printed photographs must be identified on the reverse with the surname, given name, and date of birth (Year/Month/Day).

The ID badges for those participants accredited prior to their arrival will be delivered to the DC upon his/her arrival in Port of Spain. The DC will be given an appointment at the Accreditation Centre, at which point all ID badges will be verified and signed by the DC for distribution to his/her delegates.

### **On-Site Accreditation**

An Accreditation Centre will be situated at the Old Fire Station Building, corner Abercromby and Hart Streets, Port of Spain from 10.00 a.m. on Monday April 13 to Sunday April, 19, 2009, to deal with any accreditation matters. (Hours may be subject to change). An Accreditation Centre for Delegates will also be located at the North Terminal, Piarco International Airport.

Those delegates arriving in Port of Spain without prior accreditation will be asked to visit the Accreditation Centre where accreditation services will be made available to them. The DC should accompany any such delegates to the Accreditation Centre in order to authorize commencement of the accreditation process, which will take place after he/she signs the delegate's registration form. Once the DC grants the authorization, the delegate will be asked to approach the photo counter and show his/her valid passport or official ID. Data entry will be done at the same time. The Accreditation Centre staff will give the delegate his/her issued ID badge.

For any modifications on printed badges or to report lost or stolen badges, delegates are asked to submit the relevant information in person to the Accreditation Centre.

### **Vehicle Accreditation**

Only accredited vehicles will be allowed access to the security zone around the official Summit sites.

### **Media Accreditation**

Members of the media who wish to cover the Fifth Summit of the Americas should note the following:

- Media accreditation forms will be available in two categories – national and international media
- Forms are available on the website of the Fifth Summit of the Americas and should be downloaded, completed and signed by each media representative prior to submission to the Accreditation Centre of the National Secretariat
- Signing of the form authorizes the National Secretariat to conduct a security background check which is required in order to grant accreditation to the participant
- Each media representative must comply with the National Secretariat bona fide guidelines
- Once bona fide and security criteria are met, a message will be sent by the media Accreditation Officer to the media representative informing that his/her accreditation has been approved; and
- Along with the accreditation form, each media representative has to attach a digital-photograph of the person to be registered.

Please adhere to the photograph specifications listed below:

- JPEG format, no larger than 50KB
- Colour and passport sized (50 mm x 70 mm)
- Taken in the past six months
- Image must be clear, well defined and clean

- Image must be set against a light-coloured, plain background and occupy at least two thirds of the space
- File name for digital images must be identified as follows: surname; given name; date of birth (Year/Month/Day); and
- Any printed photograph must be identified on the reverse with the surname, given name and date of birth (Year/Month/Day).

The Media Accreditation Centre will be situated at the Old Fire Station Building, corner Abercromby and Hart Streets, Port of Spain. It will operate from 10 am from Monday April 13 to Sunday April 19, 2009. Upon arrival in Port of Spain, each media representative must present himself/herself at the Accreditation Centre and provide a valid form of identification, bearing a photograph, in order to collect the Summit ID badge.

For media representatives who have not previously registered or whose accreditation information is incomplete, the accreditation process will be done on-site. A valid identification document with photograph will be required to process the application.

For further information on media registration contact:

Mr. Gregory Reyes  
Media Accreditation Officer  
[gregory.reyes@opm.gov.tt](mailto:gregory.reyes@opm.gov.tt)

## **6. SUMMIT PROGRAMME AND VENUES**

The Hyatt Regency Trinidad and the Diplomatic Centre have been identified as the official venues for the Fifth Summit of the Americas. The addresses of both venues are listed below:

Hyatt Regency, Trinidad  
No. 1 Wrightson Road  
Port of Spain  
Republic of Trinidad and Tobago  
[www.trinidad.hyatt.com](http://www.trinidad.hyatt.com)

Diplomatic Centre  
La Fantasie Road  
St Ann's  
Port of Spain  
Republic of Trinidad and Tobago

### **A. ACCESS TO OFFICIAL SUMMIT VENUES**

Access to the official Summit Venues will be controlled through the accreditation process. All delegates attending the Summit must be accredited in accordance with the official accreditation procedure.

Accreditation badges will be required to access all Summit sites. Badges will be categorised and overpasses will be required to gain access to restricted areas. These overpasses will be provided by the Delegation Liaison Officers.

### **B. ACCESS FOR PERSONS WITH DISABILITIES**

The Government of the Republic of Trinidad and Tobago will make the necessary arrangements to facilitate full access **for all** participants to goods, services and places of interest during their attendance at functions and programmes organised by the National Secretariat.

Hearing enhancement equipment, sign language interpreters, and other accommodation for guests with disabilities will be available for Summit events. Persons who have particular or special needs should contact Ms. Meera Ramesar, [meera.ramesar@opm.gov.tt](mailto:meera.ramesar@opm.gov.tt) at the National Secretariat approximately one month in advance.



### **C. GENERAL SERVICES AREA**

To provide support to persons participating in the Fifth Summit of the Americas, a General Services Area will be established at the International Financial Centre (IFC), which is located on the same compound as the Hyatt Regency Trinidad. The address is indicated below:

#### **International Financial Centre**

Level 1, Tower C  
No. 1 A Wrightson Road  
Port of Spain  
Republic of Trinidad and Tobago

The following services will be available at the IFC:

- **Information Desks:** Information desks will be located in the General Services Area at the International Financial Centre. Hotel concierges and reception desks at the designated hotels may also provide information.
- **Automatic Teller Machines (ATMs):** ATMs will be available on a 24 hour basis for cash transactions. All major Credit Cards will be accepted.
- **Currency Exchange:** Foreign currency exchange services for all major currencies will be available. Foreign Currency transactions require a passport.
- **Mail and Courier Services:** Services will be available for mail, document and package delivery.
- **Travel Agency:** A Travel Agency will be available to handle travel arrangements for Delegates.
- **Car Rental:** A car rental service will be available to Delegates.
- **Concessions Area:** A concession area will also be available.
- **Mobile Phone Sales and Rentals:** Sale and rental services will be available, along with the sale of air time through pre-paid cards for mobile telephones
- **Delegation Offices:** Each delegation will be provided with an office equipped with one (1) computer, one (1) printer and one (1) telephone line for local calls. Arrangements for international calls must be made by individual delegations at their cost.

If you require further information or have any queries please contact:

#### **Ms. Debra Dipchansingh**

Summit Support Specialist  
Level 12, Tower C, International Financial Centre,  
1A Wrightson Road, Port of Spain, Trinidad.  
Office: 868-623-7912/ 1-868-623-0457  
[debra.dipchansingh@opm.gov.tt](mailto:debra.dipchansingh@opm.gov.tt)

## **7. MEDIA FACILITIES**

The International Media Centre for the Fifth Summit of the Americas will be located at:

#### **International Financial Centre**

Levels 2-6, Tower C  
No. 1 A Wrightson Road  
Port of Spain  
Republic of Trinidad and Tobago

The International Media Centre will be available for use from **April 14-20, 2009** and will operate on a 12 hour basis from 8 am to 8 pm on April 14 and 15, and on a 24-hour basis from April 16 until closure at midnight on the April 19, 2009. The following services will be available:

- 1 Equipped media work stations with computer and printing facilities
- 2 Unequipped workstations for media with their own laptops
- 3 Business centres for printing and facsimile services
- 4 Radio media audio record facilities
- 5 Media centre television system for viewing all live and recorded events
- 6 Simultaneous audio translation of all live events in English, Spanish, French and Portuguese
- 7 Media offices with furnishings, data, voice and video facilities
- 8 HD and SD signal distribution
- 9 Ties lines to master control room for satellite feeds direct from offices
- 10 General recording facility with SD and HD formats provided
- 11 Editing facilities
- 12 Radio studio
- 13 Media briefing room; and
- 14 One on one interview area.

It is important to note that the costs associated with the provision of the services mentioned above are to be paid in advance to the Host Broadcaster. The rate card can be found at the following link:

[http://fifthsummitoftheamericas.org/home/index.php?option=com\\_content&task=view&id=140&Itemid=108](http://fifthsummitoftheamericas.org/home/index.php?option=com_content&task=view&id=140&Itemid=108)

Rate card responses can be forwarded to:

**Ms. Asma Hassan**  
**GlobeCast Bookings Officer**  
**+27-11-483-2790 Telephone**  
**+27-11-483-2792 Facsimile**  
[ahassan@globecastafrika.com](mailto:ahassan@globecastafrika.com)

#### **Media Centre Working Areas/Booths**

Media representatives who wish to reserve a working area/booth should submit a request to the National Secretariat's Host Broadcaster via the rate card application form. See rate card link above.

Services available in the working area/booth include:

- 1 Video and Audio circuits in professional broadcast formats -HD and SD;
- 2 Media centre television system with live and pre-recorded footage on two channels, local and international television and news channels and an information channel on Summit activities and media centre events;
- 3 Telephone lines;
- 4 Ethernet network points.

#### **Interpretation**

Simultaneous interpretation will be available for the following events in English, Spanish, French and Portuguese:

- 1 Opening ceremony
- 2 Plenary
- 3 Closing ceremony
- 4 Final briefing

### **Transport for the Media**

A complimentary bus service will be provided for media representatives from the Piarco International Airport to the cruise ship. Shuttle services will also be operating between the cruise ship, designated hotels and the media centre. Media pool will be transported on secure buses to events.

### **Media Pools**

Media pools will consist of 25 media personnel and will have access to photograph the Heads of Delegation at the Opening Ceremony and Plenary Session. The media pools will be allowed to cover Parallel Events i.e. Private Sector, Youth and Civil Society Fora, and have photo opportunities at the meeting of Ministers of Foreign Affairs and Social Actors, Plenary and the Spouses Programme.

Individuals and equipment will be screened prior to departure at the Security zones and from the International Financial Centre to the Diplomatic Centre. They will be accompanied by Security and National Secretariat Communications personnel.

### **Access to Summit Venues**

Access to Summit Venues will be granted to Media Pools only. All members of approved Media Pools will be required to assemble at a meeting point designated by the Manager of the International Media Centre. Media Pools will be required to go through security checks before being escorted to Summit events. At the end of each event, the group will be escorted back to the meeting point. No Pool member will be able to access the venues of the meetings on his/her own, or leave a meeting before it is completed.

### **Media Access to the Cruise Ships**

All media requiring access to the cruise ships, not accommodated on board, will be required to complete and submit a Media Visitor Form, that will be available online at the Fifth Summit website at [www.fifthsummitoftheamericas.com](http://www.fifthsummitoftheamericas.com) or at the media centre as identified immediately below.

### **Media Centre**

Globecast South Africa has been contracted as the Host Broadcaster and will manage the Media Centre which will be located at Levels 2-6, Tower C, International Financial Centre. A sample of the floor plan together with a drawing of the Globecast feed is at Annex H.

There will be 150 work stations for written press equipped with telephone lines and internet access. Forty two offices will be available for radio and television media. A broadcast centre will provide all edit duplication of footage, and satellite transmission facilities.

The Host Broadcaster will supply the official feed of the Summit. Media are requested to arrange their requirements with regard to format when requesting office space. It is advised that only accredited Media will have access to the Media Centre.

The contact persons at the National Secretariat for all matters related to the media centre are:

**Ms. Adelle Roopchand**  
**Media Centre Facilitator**  
**868-483-2626**  
[adelle.roopchand@opm.gov.tt](mailto:adelle.roopchand@opm.gov.tt)  
or

**Mr. Stefan Wiederkehr**  
**GlobeCast Coordinator**  
**+1-868-757-1401**  
[swiederkehr@globecastafrika.com](mailto:swiederkehr@globecastafrika.com)

### **Communication Links**

There will be a microwave link between the International Financial Centre (Level 6 briefing room) and the Diplomatic Centre via ISDN signal.

There will also be a two-way audio feed from the Media Centre to the Diplomatic Centre and a one way visual feed from the Diplomatic Centre to the Media Centre.

The Diplomatic Centre will have the capacity for approximately 60 media personnel. At least one media house from each participating OAS country will be represented at the final press conference.

## **8. MEDICAL SERVICES**

The Republic of Trinidad and Tobago has a network of healthcare services for adults and children. Medical services are available on a 24-hour basis, both at public and private medical facilities. International medical insurance is recommended. Healthcare services, including medication, are provided free of charge at public health institutions. However, provision of healthcare services, as well as medication, at private institutions will incur a cost to participants.

There will be medical stations at all Summit Venues and events, with ambulance services available for transport to an appropriate health facility, if required. Emergency services will be available at all times. An air ambulance emergency evacuation service will also be available.

Medical Clinics will be set up at the following:

- Hyatt Regency, Trinidad
- Piarco International Airport
- Princess Cruise Ship
- Victory Cruise Ship

### **Other Clinics and Services**

Mobile Medical Teams will be available at:

- Piarco International Airport (Arrival and Departure)
- Hotels for Heads of Delegation
- Conference Sites
- Official Summit Venues and Activities.

### **Hospitals**

- Port of Spain General Hospital, Charlotte Street, Port of Spain
- St. Clair Medical Centre, 18 Elizabeth Street, St. Clair
- Community Hospital of Seventh Day Adventists, Western Main Road, Cocorite
- West Shore Medical, 2239 Western Main Road, Cocorite

### **Access to Services**

Medical services will be available to the following:

- Heads of State/Government
- Official delegates
- Security detail personnel

It is advised that persons bring along prescription medicines (copy of prescription and or container with prescription label affixed).

## 9. SECURITY ARRANGEMENTS

In accordance with the security requirements for hosting the Summit, the Government of the Republic of Trinidad and Tobago has mobilised local, regional and international resources to ensure maximum security for the Summit and all its associated sites and events.

In addition, appropriate close protection arrangements will be in place for individual Heads of State/Government and their respective Spouses. Details of the security arrangements will be communicated directly to the security personnel of participating delegations.

For more information on Security, please contact:

### **Major Dexter Francis**

Security Coordinator

Level 13, Tower C, International Financial Centre,

1A Wrightson Road, Port of Spain, Trinidad.

Office: 868-623-7912/ 868-623-0457

[dexter.francis@opm.gov.tt](mailto:dexter.francis@opm.gov.tt)

## 10. TELECOMMUNICATIONS SERVICES

Telecommunications Services of Trinidad and Tobago, (TSTT) Limited, a full service provider, will offer services to cover the full suite of telecommunications needs of the participants. These services include:

- mobile, wired and wireless broadband
- fixed lines
- video conferencing services; and
- integral solutions.

TSTT deploys both wireless and wired next generation networks with multimedia capabilities. The range of TSTT services is varied, and if additional services are required, TSTT can be contacted directly at 1-868-800-TSTT; 1-868-625-2534 or [tstt\\_service@tstt.co.tt](mailto:tstt_service@tstt.co.tt). Information may also be obtained by visiting the website: [www.tsttntconferences2009.co.tt](http://www.tsttntconferences2009.co.tt).

### **TSTT Products and Services**

TSTT has advised of the following:-

- If prepaid phones are purchased at their e-store, it will be delivered directly to delegates' hotels or may be collected at point of entry and at the Summit site. For further details, please visit the website [www.bmobile.co.tt/soa](http://www.bmobile.co.tt/soa)
- All delegates will be given a complementary GSM prepaid SIM (the SIM will be valid for 1 month). However, persons are reminded that their GSM mobile phone must be unlocked and either triband or quadband.

A detailed outline of all services offered by TSTT and associated costs can be found in Annex E.

## 11. GREEN INITIATIVES FOR THE FIFTH SUMMIT OF THE AMERICAS

In keeping with the Summit's theme, "Securing Our Citizens' Future by Promoting Human Prosperity, Energy Security and Environmental Sustainability," the Government of the Republic of Trinidad and Tobago will make every effort to ensure that the Fifth Summit of the Americas Summit is environmentally friendly as possible. Various measures are being put in place.

These include:

- The offsetting of greenhouse gas emissions caused by participant's travel to and stay in Port of Spain
- Reducing the number of hard copies of documents
- The use of 100 per cent recycled paper for documentation and the use of recyclable materials in the Summit, as far as possible.

Delegates are encouraged to visit the relevant website to download Summit documents:

<http://fifthsummitoftheamericas.org/home/>.

## 12. PRE-SUMMIT FORA

Three (3) fora are scheduled to take place prior to the Fifth Summit of the Americas. These fora will engage the Private Sector, Civil Society and Youth from across the Hemisphere. They will run concurrently from April 14-16, 2009. Further details are provided below.

### A. PRIVATE SECTOR FORUM

**Date:** April 15-16 2009

**Venue:** Caribbean Princess Cruise Ship, Port of Port of Spain, Trinidad

**Theme:** Promoting Private Sector-led Prosperity in the Emerging Decade: The Quest for Competitiveness Revisited

**Participants Expected:** 400-420 business leaders and select Ministers of Government from across the Hemisphere.

**Collaborating Organizations:** The National Secretariat for the Fifth Summit of the Americas, the Organisation of American States (OAS), Department of Trade and Tourism and the Private Sector of the Americas in Argentina.

#### Background

The Private Sector Forum will provide a platform to explore new ways of working with business communities and will renew the Summit's commitment to address the needs of the Private Sector and individuals across the Americas.

#### Expected Outcomes

1. Enhanced cross-border alliances for investing in key growth sectors.
2. Strategic analysis of the global economic crisis, its impact on the Americas, and prospects for sustainable future investment and competition.
3. Identification of opportunities for public-private sector partnerships.
4. Structure and framework for implementing public-private collaborative activities.

## Topics

- Human Prosperity within the Context of the Global Economic Crisis
- The Smart Entrepreneur: Smart companies seize competitive advantages through strategic management of environmental challenges – Green to Gold
- Investing in People: Public/Private Sector Partnerships for Human Capital Development
- Maximizing Profits with Social and Environmental Responsibility
- Sustaining Profits through ongoing innovation
- Looking Towards the Future: Opportunities for Growth and Prosperity in the New Decade
- Managing Corporate Risk in a Turbulent Environment

## Accreditation

Forum participants are required to apply for accreditation **before** arrival in the Republic of Trinidad and Tobago. Completed accreditation forms can be faxed or e-mailed to the Delegate Coordinators below:

### Richard Ramsawak

Delegate Coordinator - Private Sector Forum  
National Secretariat, Fifth Summit of the Americas 2009  
Level 14, Tower C, International Financial Centre  
No. 1A Wrightson Road,  
Port of Spain,  
Trinidad and Tobago  
Tel: (868)-623-7912/625-7937/623-4374  
Fax: (868)-627-1529  
E-mail [privatesectorforum@opm.gov.tt](mailto:privatesectorforum@opm.gov.tt)

### Carolina Dal Bó

Delegate Coordinator - Private Sector Forum  
Private Sector of the Americas  
Honduras 5663 (C1414BNE)  
Buenos Aires,  
Argentina  
Tel: (5411) 4-852-6548  
Fax Number: + (54) 11- 4852-6475  
E-mail [cdalbo@dialogoempresario.org](mailto:cdalbo@dialogoempresario.org)

Accreditation forms are accessible on the Fifth Summit website:

<http://fifthsummitoftheamericas.org/>

For participants who may have difficulty applying online or who have provided incorrect or incomplete information, there will be an Accreditation Centre situated at the Old Fire Station Building, corner Abercromby and Hart Streets, Port of Spain for completing the process. Please be advised that accreditation on arrival may result in delays.

A personal, non-transferable Identification (ID) Badge will be issued for each participant. This machine-readable badge will incorporate security features and will determine access to the cruise ship, the venue of the Forum.

### **Arrival at the airport**

Participants will be met and transported to their place of accommodation commencing at 8.00 a.m on April 13, 2009. Information on air transportation and procedures for the arrival of commercial and non-commercial flights into Trinidad and Tobago are available in this Bulletin under Transportation.

### **Security**

A 24-hour security plan has been formulated for the Cruise Ship and surrounding areas. Only persons with official clearance will be granted access to these zones.

A copy of the Programme is attached at Annex I and further details can be obtained from the official website of the Fifth Summit <http://fifthsummitoftheamericas.org>.

## **B. CIVIL SOCIETY FORUM**

**Date:** April 14-16, 2009

**Venue:** Carnival Victory Cruise Ship, Port of Port-of-Spain, Trinidad.

**Participants Expected:** About 300-350 leaders and Directors of International and Regional NGOs, Members of Academia, Indigenous Leaders, International Development Agencies, Faith-Based Groups and other social actors from across the Hemisphere.

**Collaborating Organisations:** The National Secretariat for the Fifth Summit of the Americas, the Caribbean Development Bank and the Department of International Affairs of the Organization of American States.

### **Background**

The Civil Society Forum will bring together civil society leaders from the hemisphere.

### **Overall Objective**

The overall objective of the Forum is:

- To jointly find solutions to common problems through shared experiences
- To examine ways to build capacity to implement these solutions; and
- To enhance the sharing experience.

### **Tangible Outcomes Expected**

- Identification of priority areas for Civil Society Action within the context of the Summit Declaration
- Enhancement of existing systems and institutions for monitoring, networking and collaboration among groups of social actors; and
- Definition of ways for optimizing/complementing resources needed for successful implementation.

### **Accreditation/Registration**

Civil Society Organisations (CSOs), registered with the Organisation of American States (OAS) as well as those not registered are eligible to participate. All applications for accreditation and registration should be made online in advance of arrival in the Republic of Trinidad and Tobago. Online registration has commenced at:

- The OAS Civil Society Forum web site: [www.civil-society.oas.org](http://www.civil-society.oas.org) and
- the Fifth Summit of the Americas website: <http://fifthsummitoftheamericas.com/civilsociety>

If there are any difficulties please e-mail:

[civilsociety@fifthsummitoftheamericas.com](mailto:civilsociety@fifthsummitoftheamericas.com) or Fax: (868) 62-4011/ 627-1529



Participants who may have difficulty applying online or who may have incorrect or incomplete information are advised that an Accreditation Centre will be located at the Old Fire Station Building, corner Abercromby and Hart Streets, Port of Spain, Trinidad to complete the process. Please note that accreditation on arrival may result in delays.

A personal, non-transferable Identification Badge (ID) will be issued for each participant. This machine-readable badge will incorporate a number of security features and will determine access to the cruise ship, the venue for the Forum.

For Arrival and Security arrangements, please see information under Private Sector Forum. A copy of the Programme is attached at Annex J and further details can be obtained from the official website of the Fifth Summit <http://fifthsummitoftheamericas.org>.

## **C. YOUTH FORUM OF THE AMERICAS**

*Date:* **April 15-16 2009**

*Venue:* **Caribbean Princess Cruise Ship, Port of Port-of-Spain, Trinidad**

*Theme:* **Building an Alliance for 21<sup>st</sup> Century Youth**

*Participants:* **250-300 young persons from across the hemisphere, including entrepreneurs, youth from various networks and those involved in youth and community activities.**

*Collaborating Organizations:* The National Secretariat for the Fifth Summit of the Americas, the Young Americas Business Trust, the University of Trinidad and Tobago, among others.

### **Background**

The involvement of young persons under the age of 35 in the Summit process started at the General Assembly of the Organization of American States in May 2008. The Young Americas Business Trust (YABT), worked closely with the Private Sector to ensure that discussions focus on youth. The collaboration proved successful and the YABT and Private Sector will once again collaborate to host a joint plenary and closing session, prior to the hosting of the Fifth Summit of the Americas.

The objectives of the Youth Forum of the Americas are:

- To build stronger alliances and networks among young people across the hemisphere
- To educate young persons on the themes of the Summit and identify ways in which they impact young persons
- To build capacity of youth in the areas of Information and Communication Technology (ICT), creativity, innovation and entrepreneurship; and
- To allow young persons the chance to present their ideas and recommendations to Heads of State and/or Government at the Summit of the Americas.

### **The Youth Forum**

The Forum will focus on reviewing the opportunities for entrepreneurship and innovation across various sectors. There will be particular focus on technology and new sources of energy.

### **Accreditation**

Participant of the Youth Forum of the Americas are required to apply for accreditation before arrival in Trinidad and Tobago. Completed accreditation forms can be faxed or e-mailed to the under-mentioned Delegate Coordinators:

## **Trinidad and Tobago and CARICOM participants**

### **Christalle Gemon**

Delegate Coordinator – Youth Forum of the Americas  
National Secretariat for the Fifth Summit of the Americas 2009  
and Commonwealth Heads of Government Meeting 2009,  
Office of the Prime Minister,  
Level 14, Tower C,  
International Financial Centre  
No. 1A Wrightson Road,  
Port of Spain  
Tel: (868) 623-7912/623-0457/627-8225  
Fax: (868) 627-4011

## **Latin American and North American Participants**

### **Valerie Lorena**

Delegate Coordinator – Youth Forum of the Americas  
Young Americas Business Trust  
[vlorena@oas.org](mailto:vlorena@oas.org)

Accreditation forms are accessible on the Fifth Summit website:

<http://fifthsummitoftheamericas.org/>

For participants who may have difficulty applying online or who may have incorrect or incomplete information are advised that an Accreditation Centre will be located at the Old Fire Station Building, corner Abercromby and Hart Streets, Port of Spain, Trinidad to complete the process. Please be advised that accreditation on arrival may result in delays.

A personal, non-transferable Identification Badge (ID) will be issued for each participant. This machine-readable badge will incorporate a number of security features and will determine access to the cruise ship, the venue for the Forum.

For Arrival and Security arrangements please see information under Private Sector Forum.

A copy of the Programme is attached at Annex K and further details can be obtained from the official website of the Fifth Summit <http://fifthsummitoftheamericas.org>.

## **13. BILATERAL MEETINGS**

The Government of the Republic of Trinidad and Tobago will seek to facilitate Bilateral Meetings during the period April 15–20, 2009 from 08.00am to 5.00pm. The venue for the Bilateral Meetings is the Hyatt Regency, Trinidad where four (4) meeting rooms have been reserved for this purpose. Please note however that requests will be processed on a first come, first served basis.

Delegations wishing to reserve one of these specially assigned rooms for the purpose of Bilateral discussions are required to download and complete a Request Form available at the following link <http://fifthsummitoftheamericas.org>.

Cancellations should be submitted to the Secretariat at least twenty-four (24) hours prior to the commencement of the proposed Bilateral Meeting.

The completed form should be sent to:

### **Greer Assam (Ms)**

**Secretariat Support (Bilateral Meetings)**  
**National Secretariat for the Fifth Summit of the Americas**  
**Level 14, Tower C**  
**International Financial Centre**

1 A Wrightson Road, Port of Spain.  
[greer.assam@opm.gov.tt](mailto:greer.assam@opm.gov.tt)  
Tel Nos. (868) 780-5376 (868) 724-6369

#### **14. INTERPRETATION AND TRANSLATION SERVICES**

Trinidad and Tobago as the host nation will provide interpretation and translation services at each official Summit event.

**PROVISIONAL PROGRAMME FOR HEADS OF STATE/GOVERNMENT AND  
HEADS OF DELEGATION  
April 16-20, 2009**

**Thursday, April 16**

*All day*

Arrival of Heads of State/ Government or Heads of Delegation

**Friday, April 17**

5:00 – 6: 15 p.m.

**INAUGURAL SESSION**

6: 15 – 7: 15 p.m.

**CULTURAL PROGRAMME**

7:30 – 10: 00 p.m.

**RECEPTION AT THE HYATT REGENCY TRINIDAD**

*Cocktail Reception for Heads of State/Government or Heads of Delegation, their Spouses and special guests, hosted by the Prime Minister of the Republic of Trinidad and Tobago, the Honourable Patrick Manning and Senator the Honourable Hazel Manning.*

**Saturday, April 18**

8: 00 – 9: 00 a.m.

**BILATERAL DISCUSSIONS**

9:30 – 11:45 a.m.

**PLENARY SESSION I – Human Prosperity**

12:00 – 12: 15 p.m.

**OFFICIAL PHOTOGRAPH OF HEADS OF STATE/  
GOVERNMENT OR HEADS OF DELEGATION**

12:30 – 2: 15 p.m.

**WORKING LUNCH – Environmental Sustainability**

2:30 - 4:15 p.m.

**PLENARY SESSION II – Energy Security**

4:15 - 6:15 p.m.

**PLENARY SESSION III – Democratic Governance, Public Security, and Summit Follow-Up and Implementation Effectiveness**

8:00 - 10.00 p.m.

**OFFICIAL DINNER AND CULTURAL SHOW AT HYATT REGENCY TRINIDAD**

*Hosted by the Prime Minister of the Republic of Trinidad and Tobago the Honourable Patrick Manning and Senator, the Honourable Hazel Manning in honour of the Heads of State/ Government or Heads of Delegation, their spouses and special guests.*

**Sunday, April 19**

8:00 - 11: 00 a.m.

**RETREAT OF HEADS OF STATE/GOVERNMENT**

11:00 – 11: 15 p.m.

**OFFICIAL PHOTOGRAPH OF HEADS OF STATE/  
GOVERNMENT**

11: 15 - 12: 00 p.m.

**SIGNING OF THE DECLARATION OF COMMITMENT OF  
PORT OF SPAIN**

12.00 – 1: 00 p.m.

**PRESS CONFERENCE AT THE DIPLOMATIC CENTRE**

1: 00 p.m.

**DEPARTURE OF HEADS OF STATE/GOVERNMENT**

**Monday, April 20**

*All day*

Departure of Heads of State/Government and Country  
Delegations

**PROVISIONAL SPOUSES PROGRAMME**  
**THURSDAY, APRIL 16 – MONDAY, APRIL 20, 2009**  
**PORT OF SPAIN, TRINIDAD AND TOBAGO**

**Thursday, April 16**

All day Arrival of the Heads of State/Government, or Heads of Delegation

**Friday, April 17**

All day Arrival of the Heads of State/Government, or Heads of Delegation

6:00 p.m. Opening Ceremony

- Cultural Show
- Cocktail Reception for Heads of State/Government or Heads of Delegation, their spouses and special guests hosted by the Prime Minister of the Republic of Trinidad and Tobago, the Honourable Patrick Manning and Senator the Honourable Hazel Manning

*Dress: Business Suit, National Dress*

**Saturday, April 18**

8:00 a.m. Spouses Meet and Greet at Hyatt Regency Trinidad

8:30 a.m. Scenic drive to Pointe a Pierre

9:30 a.m.-12:00 p.m. Spouses Dialogue  
“Promoting Environmental Sustainability as a catalyst for Poverty Reduction.”  
*Dress: Day wear*

12:00- 12:30 p.m. Official Photograph

12:30-1:45 p.m. Luncheon

2:00-3:00 p.m. Tour of Wild Fowl Trust  
*Dress: Day wear, walking shoes*

3:30-4:30 p.m. Return to Hotel

8:00 p.m. Official Dinner and Cultural Show hosted by the Prime Minister of the Republic of Trinidad and Tobago the Honourable Patrick Manning and Senator the Honourable Hazel Manning in honour of Heads of State/ Government, or Heads of Delegation, their spouses and special guests.  
*Dress: Business Suit, Cocktail Dress, National Dress*

**Sunday, April 19**

7:45 a.m. Spouses assemble

8:20 a.m. Depart for Symposium on Entrepreneurship  
"Transforming Local Talent into Sustainable Industries as a Catalyst to  
Poverty Reduction"  
*Dress: Daywear*

9:40 a.m. Light Refreshments

10:15a.m. Depart for Closing Ceremony

11:00 a.m. Closing Ceremony

12:15 p.m. Return to Hotel

Departure of Heads of State/Government

**Monday, April 20**

All day Departure of Heads of State/Government, and Delegations

**It should be noted that the times indicated on the respective days, for the above-mentioned activities, are indicative and subject to change.**

**BONA FIDE GUIDELINES FOR MEDIA REPRESENTATIVES**

To be accredited to the Fifth Summit of the Americas, media representatives must provide a letter of assignment from a recognized news gathering organization and complete the online accreditation form.

The form must be completed and signed by news agency manager.

Forms must be mailed to the National Secretariat Communications Unit with appropriate requested photos (name printed on back of photo) to [delegates@opm.gov.tt](mailto:delegates@opm.gov.tt).

Applications for accreditation are submitted with the understanding that accreditation shall be granted at the sole discretion of the National Secretariat for the Fifth Summit of the Americas.

Information requested on the accreditation form is provided on a voluntary basis and will be used to determine whether or not the applicant is eligible to obtain accreditation. Should the applicant refuse to provide information requested, accreditation cannot be granted.

Applicant must consent by signing their completed form to undergo criminal/security check.

Private interest organizations personnel, government officials and observers will not be accredited as media representatives.

Applications submitted after the published due date may not be accepted.

Applicants will be notified by e-mail or fax of accreditation refusal or acceptance with a general statement only by Media Accreditation Coordinator.

Once accepted the applicant will be provided with specific details by which he/she must confirm personal arrangements for accommodation using their own credit card.

*Timeline/deadlines for media accreditation forms*

All forms and guidelines will be posted on the web site, [www.fifthsummitoftheamericas.org](http://www.fifthsummitoftheamericas.org).

Deadline for receipt of Media Accreditation forms is **March 25, 2009**.

Badge distribution will begin on **April 13, 2009**

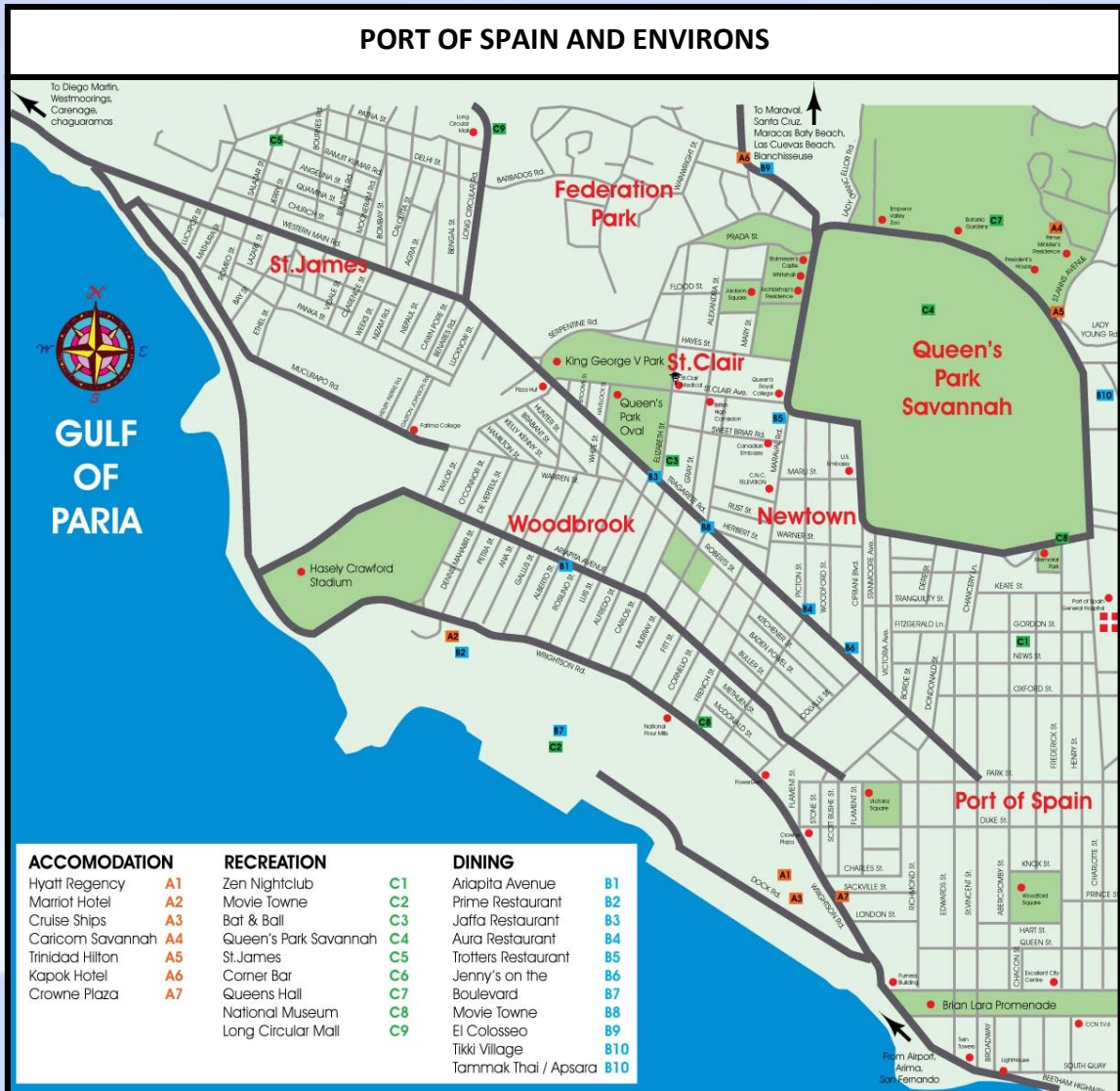


**LAYOUTS**

**ANNEX D1: GEOGRAPHIC LOCATION OF TRINIDAD AND TOBAGO AND ROAD MAP SHOWING ROUTE FROM PIARCO INTERNATIONAL AIRPORT TO THE PORT OF PORT OF SPAIN**



ANNEX D2: PORT OF SPAIN AND ENVIRONS



**TELECOMMUNICATION SERVICES OFFERED BY TELECOMMUNICATIONS SERVICES OF TRINIDAD AND TOBAGO (TSTT) LIMITED**

**Commercial Direct Lines**

There will be four types of direct commercial lines available for Delegations:

1. *Commercial direct line charged to a TSTT account – (Existing Customers)*  
For those clients who are existing customers with a recurring monthly bill from TSTT, the contract, rental, measured service, and long distance expenses of the services requested during this event will be charged through the existing monthly bill. The long distance fees are set according to the contracted discount plan.

All Rates quoted in Trinidad and Tobago Dollars

Service	One time Installation Charge	*Monthly Rental
Direct line	\$419.00	\$203.55
Trunk line	\$419.00	\$304.75

Note: \*This does not include additional special features which attract an additional cost.

2. *Commercial direct line charged to a credit card – (New Customers)*  
For clients who do not have a monthly contract with TSTT, pricing includes:
  - Commercial line
  - Internal wiring
  - Service rental during the event; and
  - Equipment.

All Rates quoted in Trinidad and Tobago Dollars:

Service	One time Charge – includes installation & rental
One temporary direct line	\$826.85 ( Payable in advance)

Note: Long distance phone calls, along with the measured service calls, will be charged according to usage.

3. *Pre-paid calling cards for use with fixed lines*  
Pre-paid cards to facilitate both local and international calls from a fixed line or public phone are available for purchase throughout the country. "Companion" calling cards for overseas calls to any part of the world may be purchased at various locations, including Piarco International Airport, **bmobile** stores, and selected hotels.
4. *Pre-paid Fixed Line Services – New and Existing Customers*  
Upon request, TSTT will accommodate and install fixed lines to facilitate the receipt of all incoming calls whilst restricting outgoing calls with the use of pre-paid cards only.

For any additional telecommunications services which are not covered in this document, please contact TSTT at: 1-868-800-TSTT; [1-868-625-2534](tel:1-868-625-2534) or [tstt\\_service@tstt.co.tt](mailto:tstt_service@tstt.co.tt)

## Internet Access

TSTT will make multiple modes of Internet access available to Delegates.

### 1. *Basic Dial-Up Access*

Internet access service through a direct commercial phone line, using a personal code assigned when the service is contracted.

This is charged at per minute usage rates and requires no account registration with TSTT.

### 2. *Broadband Access*

Fixed broadband service (BLINK Broadband) is available where an existing or temporary fixed line connection is available. The following speeds and prices apply:

All Rates quoted in Trinidad and Tobago Dollars

Speed	Rental
1Mb	\$1,249.00
1Mb (synchronous)	\$1,799.00
2Mb	\$2,099.00
3Mb	\$2,399.00
4Mb	\$2,599.00
6Mb	\$5249.00

This service includes a permanent broadband Internet connection with dual functionality. One phone line allows for simultaneous Internet and voice access. Toll charges are only applicable for voice calls placed, as there is no toll charge associated with connections to the Internet.

### 3. *Mobile Wireless Broadband*

Mobile Blink Broadband or "Blink On-The-Go" will allow for wireless broadband mobility.

All Rates quoted in Trinidad and Tobago Dollars

Service Description	
Monthly Access Fee	\$575
Monthly Allowance Mega Bytes (Mb) /month	5000Mb
Mega Byte rate (Mb) after Allowance	\$0.40
Activation Fee	\$600.00
Modem Fee	\$1,200.00

### 4. *WiFi*

Visitors with compatible WiFi enabled devices including mobile phones will be able to access WiFi services wherever signs display that it is available. Usernames and passwords will be made available to Delegates prior to the Summit via the National Secretariat, or users can access the service via an open network.

The same username and password will be used at all TSTT powered WiFi hotspots for the added value of a roaming experience.

TSTT will establish WiFi hotspots in several restaurants, hotels, clubs, guest houses and other businesses, which may be frequented by the Delegates and support staff, so that wireless broadband coverage will extend beyond the core conference areas.

The WiFi standard available is IEEE 802.11 B and G.

For any additional telecommunications services which are not covered in this document, please contact TSTT at: 1-868-800-TSTT; 1-868-625-2534 or [tstt\\_service@tstt.co.tt](mailto:tstt_service@tstt.co.tt)

## Mobile Services

### 1. Roaming

TSTT currently operates a mobile network under the *bmobile* brand, with GSM service on three bands, 850/1900/1800 MHz, as well as limited voice international roaming service on a CDMA 850 network. To facilitate seamless accessibility for the participants of the Fifth Summit of the Americas, TSTT has roaming partnership agreements with 302 GSM carriers, as well as CDMA carriers.

These partnerships/agreements will facilitate inbound roaming for the participants of the Fifth Summit of the Americas allowing for Delegates' ease of access with their own mobile handsets operating on either of these frequencies. Access to mobile Internet, blackberry services, voice calls or any other mobile service will be available island-wide. However, for participants who prefer not to use the roaming facility, TSTT will allocate a free *bmobile* GSM SIM card for use in Trinidad and Tobago. (Please note that Delegates accessing the GSM SIM card must be in possession of an unlocked GSM handset.)

Additionally all delegates for the Fifth Summit of the Americas will be provided with a *bmobile* voucher which will enable them to obtain free GSM SIM cards preloaded with mobile airtime. This GSM SIM card will be valid for the duration of one month. The *bmobile* vouchers will be distributed via packages made available through the National Secretariat.

### 2. On-Site Telecommunications Centre for Delegates

To maximize productivity during the conference, TSTT will facilitate on-site assistance for the following mobile services:

- Sale of GSM mobile handsets;
- Sale of GSM prepaid SIMs (for persons wishing to obtain their personal SIMs after the event);
- Sale of GSM mobile airtime; and
- Sale of prepaid calling cards.

A Telecommunications Help Desk will be set up in the General Services Area at the International Financial Centre. This will be manned by TSTT personnel who will assist with any technical issues Delegates may have.

### 3. Pre-paid cards for mobile telephones

Visitors may access mobile services via the purchase of GSM Pre-paid mobile airtime cards. With prices ranging from \$5.00 to \$575.00 Trinidad and Tobago Dollars, (VAT exclusive), these can easily facilitate the needs of all Delegates.

The respective airtime bundles are outlined below:

Cost of Airtime (TT\$)	Airtime in (minutes)	Price per min(TT\$) Local voice calls)
TT\$ 5.00	Avg. 5 minutes (local voice calls)	\$1.00 per minute
TT\$575.00	Avg. 575 minutes (local voice calls)	\$1.00 per minute

TSTT (*bmobile*) rate for Local calls (TT\$)

Plan	Voice Day	Voice Evening	Voice Weekend	SMS to Bmobile	SMS to Other networks
Conference Plan	\$1.00	\$1.00	\$1.00	\$0.30	\$0.50

The voice rate applicable after the first 3 minutes is \$0.50 including calls within the bmobile network, as well as to fixed lines and other local mobile networks. This rate is VAT exclusive.

TSTT (bmobile) rate for International calls (TT\$)

Description	(TT\$)	(TT\$)	(TT\$)
Destination	Day	Evening	Weekend
USA, Canada, UK & Ireland	\$1.25	\$1.00	\$0.50
Caribbean, Venezuela & India	\$1.50	\$1.00	\$0.75
Rest of the World (See exceptions in Notes 2 below) *	\$2.50	\$2.00	\$1.50

Notes:  
International calls terminating on mobile phones attract a surcharge of \$1.00 per minute except for mobile phones with receiving party pays plans such as in the USA or Canada.

A \$6.00 per minute charge is applicable to the following countries: Antarctica, Ascension, Christmas & Cocos Keeling Islands, Comoros, Cook Island, Cuba, Falkland Islands, Greenland, Guinea Bissau, Kiribati, Nauru Island, Niue Island, Norfolk Islands, Papua New Guinea, Sao Tome and Principe, Solomon Islands, Somalia, St Helena, Tokelau, Tuvalu, Vanuatu, Wallis and Futuna.

All rates are VAT exclusive

#### 4. *e-Store and Special Packages*

TSTT will have an exclusive website ([www.tsttntconferences2009.co.tt](http://www.tsttntconferences2009.co.tt)) to allow for easy access to information on telecommunications services as well as a special E-store.

The website will facilitate online access to conference packages for Delegates and media personnel attending the Fifth Summit of the Americas. The Conference package includes the following:

- Sale of GSM mobile handsets, GSM prepaid SIM cards and mobile airtime inclusive of international rates and local rates
- Delivery service of conference packages to respective hotels or arrangements for collection at ports of entry (Airport / Seaport) or at the Conference location (IFC building)
- Full details on all bmobile services offered including roaming and other mobile data services; and
- An interactive map outlining the major routes from Airport / Seaport to other delegate areas of interest such as major participating hotels, bmobile stores and top-up locations along this route.

#### **Customer Service and Support**

The following support services will be in place before the start of the Summit in order to ensure that Delegates are able to have seamless access to telecommunications services and full service support:

##### 1. *On-site Services*

Trained telecommunications resource personnel will operate at key conference facilities. These Customer Service Representatives (CSRs) will address all customer enquiries as they relate to TSTT's products and services and will be fully supported by a dedicated technical team.

2. *Customized Help Access Number*

TSTT will have a customized number available for quick and easy access to our services. This number is 1-868-800-TSTT. The number will be fully manned from 8:00am to 4:00pm daily for the duration of the Fifth Summit of the Americas.

3. *Multilingual Menus*

For ease of access TSTT will provide multilingual menu options for all its services in the week prior to and during the Conference.

4. *Technical Support*

Back office support will operate 24 hours per day and as such be able to provide all services after on-site locations have closed.

5. *Interpretation Services*

From the week prior to the Conference, interpreters will operate from all key customer service touch points to facilitate exchanges with CSRs. These interpreters will not only be deployed on-site but will also be co-located with the Directory Assistance, Mobile, Internet (Wired and Wireless) and Overseas Operator Services staff in the event that a Delegate or guest decides to use any of these services.

**Other Telecommunications Services**

For telecommunications services, which are not specifically covered here, please contact Telecommunications Services of Trinidad and Tobago (TSTT).

Telephone	1-868-800-TSTT; <u>1-868-625-2534</u>
Email	<u>tstt_service@tstt.co.tt</u>
Website	<u>www.tsttntconferences2009.co.tt</u>

NOTE: The business arrangement between any telephone service provider and the Delegates is the direct responsibility of both parties.



**Hyatt Regency Trinidad  
Reservations Request Form**

Please fill out this form in its entirety for each reservations request. Confirmations will be sent via email.

<b>Delegation / Country:</b>	
<b>Name of Guest:</b>	
<b>Job Title / Position:</b>	
<b>Arrival Date:</b>	
<b>Flight #:</b>	
<b>Estimated Arrival Time:</b>	
<b>Departure Date:</b>	
<b>Flight #:</b>	
<b>Estimated Departure Time:</b>	
<b>Street Address:</b>	
<b>Zip Code:</b>	
<b>State:</b>	
<b>City:</b>	
<b>Telephone Number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	
<b>Remarks:</b>	

Please email this form together with Billing Instructions Form to  
[trinidad.reservation@hyatt.com](mailto:trinidad.reservation@hyatt.com)





**BILLING INSTRUCTIONS FORM**

**SECTION A: CLIENT INFORMATION**

1. Delegation:

2. Name of Guest:

3. Arrival Date:

4. Departure Date:

**SECTION B: CHARGE DESCRIPTION**

6. Select All Applicable :

- ALL Charges
- Room & Taxes
- Breakfast
- Meals
- Alcoholic Beverages
- Non-Alcoholic Beverages

- Local Telephone Charges
- International Telephone Charges
- Spa
- Internet
- Laundry
- Other (Please indicate)

**SECTION C: PAYMENT METHOD**

7. Select Method of Payment:

\_\_\_\_\_

**Wire Transfer:**

Must be received at hotel by **Friday, April 3rd**. Please contact Sophia Leps in our Finance Department at 1-868-821-6490 or via email at [sophia.leps@hyatt.com](mailto:sophia.leps@hyatt.com) for wire transfer instructions and the hotel's account information.

**Credit Card:**

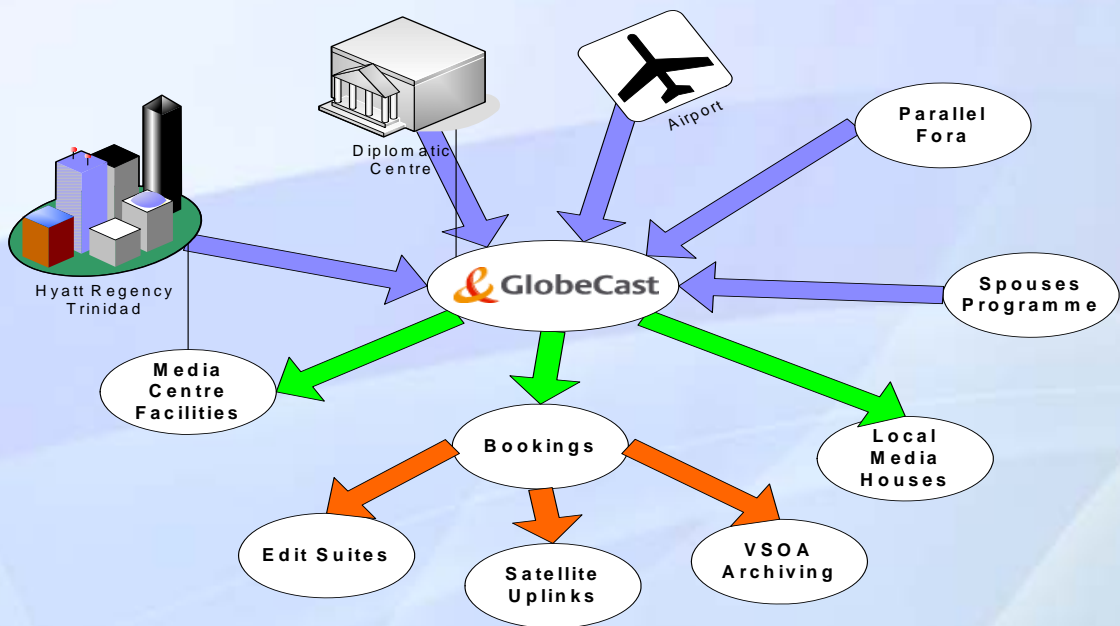
a.) Please submit a copy of the Credit Card front & back and a copy of the cardholder's ID

**This is an authorization confirming the use of the credit card listed below to be used for payment of charges as indicated in Section B above. The authorization will be kept on file at the Hyatt Regency Trinidad.**

Credit Card # to be charged:		Expiration Date:
<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXPRESS		
Print Cardholder's Name:		
Phone Number:		Fax Number:
Signature of the cardholder:		
Sender's Name:		Sender's Signature:
<p>Should you have any questions please do not hesitate to contact us by phone at: 1-868-623-2222 or email us at <a href="mailto:trinidad.reservation@hyatt.com">trinidad.reservation@hyatt.com</a></p> <p>Our Accounting and Reservations Departments are available Monday through Friday from 9AM to 5PM Atlantic Standard Time</p>		
<p><b>Please email this form along with the Reservations Request Form to <a href="mailto:trinidad.reservations@hyatt.com">trinidad.reservations@hyatt.com</a></b></p>		



GLOBECAST



**PROVISIONAL PROGRAMME FOR PRIVATE SECTOR FORUM**

**WEDNESDAY 15<sup>TH</sup> APRIL 2009**

**0630 – 0900 REGISTRATION**

**0900 – 0945 JOINT OPENING CEREMONY - PRIVATE SECTOR AND YOUTH FORA**

Venue: Princess Theater – Deck 7

Angela Lee Loy, Chairman of the Private Sector Advisory Committee

Ernesto Gutierrez, President, Private Sector of the Americas, Argentina

H.E. José Miguel Insulza, Secretary General, Organization of American States

The Honorable Patrick Manning, Prime Minister, Trinidad and Tobago

**0945 – 1015 NETWORKING BREAK**

Venue: Churchill Lounge – Deck 7

**1015 – 1115 HUMAN PROSPERITY AND THE GLOBAL ECONOMIC CRISIS**

Venue: Princess Theater – Deck 7

**Moderator and Commentator:** Guillermo Perry, Former Chief Economist, World Bank, Colombia

Hans Rosling, Professor of International Health, Karolinska Institute, and Director of Gapminder Foundation, Sweden

Enrique Iglesias, General Secretary, Ibero-American Secretariat

Mr. Owen Arthur, Former Prime Minister of Barbados

H. E. Joe Clark, Former Prime Minister and Former Minister of Foreign Affairs, Canada

Suresh Sookoo, Chief Executive Officer, RBC Financial (Caribbean) Limited

**1130 – 1230 INVESTING IN PEOPLE: PUBLIC-PRIVATE SECTOR PARTNERSHIP FOR HUMAN CAPITAL DEVELOPMENT**

Venue: Princess Theater– Deck 7

**Moderator:** Rossana Fuentes Berain, Founder and Chair of the Advisory Committee, Journal Foreign Affairs en Mexico

Professor Kenneth Julien, President, University of Trinidad and Tobago (UTT)

Luis Miguel Castillo, Fundacion Guatefuturo, Guatemala

Javier Treviño, Vicepresidente Senior de Comunicación y Asuntos Corporativos, CEMEX, México

**1230 – 1430 LUNCH**

Venue: Island Dinning Room – Deck 5

Nasser H. Saidi, Chief Economist of the Dubai International Financial Centre Authority (DIFCA)

**1430 – 1530 MAXIMIZING PROFITS WITH SOCIAL AND ENVIRONMENTAL RESPONSIBILITY**

Venue: Princess Theater – Deck 7

**Moderator:** Italo Pizzolante, President, Pizzolante Comunicación Estratégica, Venezuela

Emmanuel Seidner, Latin American Business Council (CEAL International), Guatemala

Alejandro Poma, Program Pounds of Love, El Salvador

Fernando Campero, Fundacion Nuevo Norte Bolivia

The Honorable Vincent Vanderpool Wallace, Minister of Tourism and Civil Aviation, The Bahamas

**1530 – 1600 NETWORKING BREAK**

Venue: Churchill Lounge – Deck 7

**1600 – 1700 INNOVATION PROJECTS – ENERGY**

Venue: Princess Theater – Deck 7

Investing in Energy in the Americas

**Moderator and Commentator:** Andy Johnson, Senior Reporter CCN News network

Robert Riley, President and CEO, BP, Trinidad & Tobago

Kateri Callahan, President, Alliance to Save Energy, United States

John Fox, CEO, Innovation Fuels, United States

**1730 – 1830 LAUNCH OF EXHIBITION**

Venue: Grand Casino – Deck 7

**1900 – 2100 COCKTAIL RECEPTION**

Venue: Main Deck – Deck 15

**THURSDAY, 16<sup>TH</sup> APRIL 2009**

**0900 – 0930 Key note speaker**

Venue: Princess Theater – Deck 7

The Honorable Gregory Meeks, Congressman, House of Representatives, United States

**0945 – 1045 OPPORTUNITIES FOR GROWTH AND PROSPERITY IN THE NEW DECADE THE US ECONOMIC STIMULUS PACKAGE: OVERVIEW OF OPPORTUNITIES FOR BUSINESSES**

Venue: Princess Theater – Deck 7

Enrique Garcia, President, Andean Development Corporation (CAF)

Alicia Barcena, Executive Secretary, UN Economic Commission for Latin America and the Caribbean

(ECLAC)

Compton Bourne, President, Caribbean Development Bank

**10:45 – 1115 NETWORKING BREAK**

Venue: Churchill Lounge – Deck 7

**1130 – 1230 INVESTMENT IN ICT: A WAY OUT OF THE CRISIS**

Venue: Princess Theater – Deck 7

**Moderator:** Jorge Casino - Latin American Association of Entities of Information and Communication

Hernan Rincon, President, Microsoft Latin America

Regenie F. Fraser - Secretary General – Caribbean Association of National Telecommunication Organization (CANTO)

Peter Dengate Thrush, Chairman - Internet Corporation for Assigned Names and Numbers (ICANN)

Ricardo Olarte, Manager, Andean Region, Caribbean and Central America, Intel Corp.

Roberto Peon, CEO TSTT

**1230 – 1400 LUNCH**

Venue: Island Dining Room – Deck 5

**1430 – 1530 LARGEST INFRASTRUCTURE PROJECTS IN THE AMERICAS**

Venue: Princess Theater – Deck 7

The Panama Canal - Alberto Alemán Zubieta, Administrator, Panama Canal Authority, Panama

The Trans-Andean Railway Chile-Argentina -Eduardo Eunerlian, CEO, Americas Group, Argentina

**1530 – 1600 NETWORKING BREAK**

Venue: Churchill Lounge – Deck 7

**1600 – 1700 RECOMMENDATIONS FOR PUBLIC/PRIVATE PARTNERSHIPS SUMMIT IMPLEMENTATION**

Venue: Princess Theater – Deck 7

**Keynote: H.E. Martín Erasto Torrijos Espino – President of Panama**

Richard Feinberg, Professor, University of California, San Diego, and Chair of the Global Leadership Institute

Javier Irarrazaval, President, Forum Empresa, and Managing Director for the Andean Region, The

Walt Disney Company

**1700 – 1800 CLOSING**

Venue: Princess Theater – Deck 7

**Keynote: H.E. José Manuel Zelaya Rosales - President of Honduras**

Amb. Luis Alberto Rodriguez, National Summit Coordinator, Trinidad and Tobago

**1900 – 2100 RECEPTION/ENTERTAINMENT**

Venue: Club Fusion – Deck 7

## **ANNEX J**

### **PROVISIONAL PROGRAMME FOR CIVIL SOCIETY FORUM** **APRIL 14-16, 2009**

#### **TUESDAY APRIL 14, 2009**

- 0300 REGISTRATION (CARNIVAL VICTORY)  
OPENING CEREMONY
- 0600 WELCOME REMARKS  
Chair, Advisory Committee for Civil Society
- 0610 INTRODUCTION  
Organization of American States
- 0620 REMARKS  
CARICOM
- 0630 FEATURE ADDRESS  
The Honourable Patrick Manning, Prime Minister of the Republic of  
Trinidad & Tobago
- 0700 Cocktail Reception

#### **WEDNESDAY APRIL 15, 2009**

- 0830 DAY1  
INTRODUCTION  
Minister of Social Development, Trinidad & Tobago
- 0845 VIDEO MESSAGE  
Former Prime Minister of Canada
- 0900 CIVIL SOCIETY CONSULTATION PROCESS – PANEL DISCUSSION ON  
THE RECOMMENDATIONS OF THE PRE-SUMMIT FORA  
Caribbean Sub regional and Virtual consultations  
Sub regional Forum for Central America, Mexico and the Dominican  
Republic and Hemispheric Forum  
Sub Regional Forum for South America and Inter-American Forum  
of Afro-Descendants Question and Answer Session, moderated by Chair
- 1015 STRATEGY MEASUREMENT TOOLS & THE IMPORTANCE TO SOCIALLY  
RESPONSIBLE BUSINESS
- 1045 Coffee Break
- 1100 IMPROVING COMMUNITY BASED ORGANIZATION RESPONSIVENESS  
New Concepts and Mechanisms for Networking/  
Sharing Experiences, UNDP

- Social Innovation, New Information Technology & Social Media  
 Build-A-Blog  
 Explore the wonderful world of Wikis  
 Institute for Connectivity in the Americas (ICA) – TO ID
- Question and Answer Session, moderated by Chair
- 1145 Key Challenges to Human Prosperity in the Current Economic Environment  
 Increasing Financial Cooperation for Social Development  
 The Challenge of Managing the Environment for Prosperity  
 Question and Answer Session, moderated by Chair
- 1300 LUNCH/SPEAKER:  
 Trust and Confidence Building: How Civil Society can More Effectively  
 Negotiate an Enhanced Involvement in Policy Decision-Making
- 1430 PANEL PRESENTATION ON HIV/AIDS, UNAIDS
- 1530 Coffee Break
- 1600 Strengthening Democracy through Citizen Participation in Governance  
 Question and Answer Session, moderated by Chair
- 1700 Closing: Summary of DAY 1

**THURSDAY APRIL 16, 2009**  
**DAY 2**

- 0900 REMARKS  
 Formation of Thematic Networking Groups to discuss implementation strategies, next steps and required resources. The Groups' recommendations will be included in the submission to the Meeting of Ministers.
- 0930 PARALLEL THEMATIC WORKING GROUP SESSIONS  
 Group 1  
 Promoting Democratic Values
- Group 2  
 Promoting and Protecting the Human Rights of all Citizens, in particular Migrants, Children, Youth, Persons with Disabilities and other vulnerable groups
- Group 3  
 Toward Integral Social and Economic Development
- Group 4  
 Multidimensional Security: Enhancing Healthy Lifestyles, Values and Attitudes and Reducing Inequality, Vulnerability and Youth Marginalisation
- Group 5  
 Environmental Sustainability and Energy Security  
 Challenges in Managing the Environment and New Sources of Energy for Sustainability  
 Disaster Management: The Case of Central America and Panama
- 1100 Coffee Break
- 1115 PARALLEL THEMATIC GROUP SESSIONS CONTINUE



- 1230 Lunch (Sponsored by Caribbean Development Bank)
- 1400 Presentation of Working Group Recommendations and Preparation for Ministerial Meeting
- 1545 CLOSING CEREMONY
- 1700 PRESS CONFERENCE - IFC BUILDING
- 1830 OPENING OF PEOPLES' SPACE
-

**PROVISIONAL PROGRAMME FOR THE YOUTH FORUM OF THE AMERICAS**  
**APRIL 15-16, 2009**

**WEDNESDAY, APRIL 15, 2009**

9:00-10:15am	<b>Opening</b>
10:15-10:30am	<b>Break</b>
10:30am-12:30pm	<b>Review of the Fifth Summit Youth Dialogue</b> Summary of reports from young people across the region: <b>June – December 2008</b> Caribbean Dialogue Mexico Dialogue South America Dialogue Online Consultation Roundtable and Working Group  <b>Regional Discussions: Draft Communiqué and Statement for Heads</b> Caribbean / Central America & Mexico / South America / North America  Venue: Club Fusion & Break Out Rooms (Vista Lounge on Grand Princess)
12:30-2:00pm	<b>Lunch</b>
2:00-3:30pm	<b>Technology to Connect People in the Americas</b>
3:30-4:00pm	<b>Break</b>
4:00-6:00pm	<b>Innovation Expo</b> Exhibits by innovative social and business entrepreneurs  Simultaneous Compulsory Workshops <b>Working Group 1:</b> <i>Surviving the Storm: The growing economic crisis and its impact on youth</i> Statistics/Growing Reality: UN ECLAC  <b>Working Group 2:</b> <i>Corporate Social Responsibility and the Young Entrepreneur</i>  <b>Working Group 3:</b> <i>Youth on the Move: Young people and migration</i>
7:00-9:00pm	<b>Evening welcome reception/ opening dinner/ prize giving</b> <i>(Shared with Private Sector Forum)</i> <b>Recognizing and Renewing Commitments to Action</b> Recognition of excellence: <ul style="list-style-type: none"><li>• Presentation of Summit of the Americas Essay Contest Winner</li><li>• Presentation of Student Press Essay Winner</li><li>• Presentation of UNICEF Children's Rights Essay Winner</li></ul>

- Presentation of NIHERST competition winner
- Recognition of companies that help young people (TBD)

**THURSDAY, APRIL 16, 2009**

9:00-10:00am	<p><b>Building Best Practices</b> Highlights of current analyses and strategies by National and International Organizations. UNICEF: <b>Presentation on Youth and Media project</b> NIHERST: <b>Foresight</b> (CDB, POETA)</p>
10:00-10:15am	<b>Break</b>
10:15am-12:30pm	<p><b>Concurrent Moderated Panels and Discussion Groups</b> (Each breakout session to produce four to five paragraphs for mini declaration)</p> <p><b>Human Prosperity: Combating the Violence</b></p> <p><b>Environmental Sustainability: Inheriting the Earth</b></p> <p><b>Energy Security: Innovation and Creativity to Secure Our Future</b></p>
12:30-2:00pm	<p><b>Lunch</b> Keynote Speaker: Ivan Berry-CEO IB Entertainment (Music Mogul) Follow-up Activities and Sponsorships in Culture and Entrepreneurship</p>
2:00-3:00pm	<b>Business Ethics and the Young Entrepreneur</b>
3:00-4:00pm	<p><b>Presentation of Statement to Heads</b> <b>Remarks by Government, OAS, and Private Sector Officials</b></p>
4:30-5:30pm	<b>Closing Ceremony</b>
7:00pm	<p><b>Concluding Cultural Event and Fete</b> <i>Pool Deck:</i> Local and International Cultural Extravaganza Performances by Adopt-A-Band Groups Local Artists Moko Jumbies/ Traditional Mas' characters from Ministry of Community Development.</p> <p><b>Youth Forum of the Americas Open Space: Open both days of Youth Forum</b></p> <p><b>NexLinks Central</b> Informal business / organization networking center Sponsored by YABT Nex Links</p> <p><b>MTV Video Theatre and Productions</b> Video presentations: Agents for Change, TIC Americas, and others Sponsored by MTV</p> <p><b>Getting to Know Young Americas</b> YAF Regional and Local Correspondents interview Participants and Speakers</p> <p><b>MTV MySpace YABT "Elevator Speech Competition"</b> Post "Elevator Speech" submissions in elevators and around the events</p>

**PROVISIONAL PROGRAMME FOR  
DIALOGUE BETWEEN MINISTERS OF FOREIGN AFFAIRS  
AND SOCIAL ACTORS**

**April 17, 2009**

9.00 a.m. – 10.00 a.m.	Registration
10.00 – 10.15a.m.	<u>Welcome Remarks</u> <ul style="list-style-type: none"><li>• Minister of Foreign Affairs of the Republic of Trinidad and Tobago, the Honourable Paula Gopee-Scoon</li><li>• Representative of the Organization of American States</li></ul>
10.15 a.m. – 10.45a.m.	<u>Dialogue with Civil Society</u> <ul style="list-style-type: none"><li>• Remarks by representatives of the Civil Society Forum, “<i>Social Innovation Citizens of the Americas in Motion</i>” and Presentation of the Communiqué</li><li>• Interventions by Ministers of Foreign Affairs/State</li></ul>
10.45 a.m. – 11.15a.m.	<u>Dialogue with Workers</u> <ul style="list-style-type: none"><li>• Remarks by Workers’ representatives</li><li>• Interventions by Ministers of Foreign Affairs/State</li></ul>
11.15 a.m.– 11.45 a.m.	<u>Dialogue with Indigenous Groups</u> <ul style="list-style-type: none"><li>• Remarks by Indigenous Groups’ representatives</li><li>• Interventions by Ministers of Foreign Affairs/State</li></ul>
11.45 a.m.– 12.15 p.m.	<u>Dialogue with Private Sector</u> <ul style="list-style-type: none"><li>• Remarks by representatives of the II Hemispheric Private Sector Forum, “<i>Promoting Private Sector-Led Prosperity in the Emerging Decade: The Quest for Competitiveness</i>”, and Presentation of Recommendations for Summit Partnership Mechanisms and Implementation</li><li>• Interventions by Ministers of Foreign Affairs/State</li></ul>
12.15 p.m. – 12.45 p.m.	<u>Dialogue with Youth</u> <ul style="list-style-type: none"><li>• Remarks by representatives of the Youth Forum of the Americas, “<i>Bulding an Alliance for the 21<sup>st</sup> Century Youth!</i>” and Presentation of Summit Statement</li><li>• Interventions by Ministers of Foreign Affairs/State</li></ul>
1:00 p.m.	Close of Meeting