

LOGISTICS NOTE



**Hilton Trinidad and
Conference Centre.**



March 18th , 2025.

1. GENERAL INFORMATION

Event Title	GRULAC Regional Preparatory Meeting
Date	March 18 th – March 20 th , 2025

2. TRAVEL INFORMATION

Visa Requirements

All participants should determine whether or not a visa or any other formal document is required for entry into Trinidad and Tobago. It is the responsibility of the attendee to obtain their visa, however, if assistance is needed, the BCRC-Caribbean can lend support by providing the necessary supporting documentation. Please note that the BCRC-Caribbean will be doing visa wavers for required countries.

Travel

Travel for funded participants will be arranged by the BCRC-Caribbean through A's Travel Service Ltd. Participants are advised that the most direct and economical route from their location to Trinidad and Tobago will be reserved and sent by Ms. Karen Persad via e-mail for confirmation. Upon receipt, please review the travel details to confirm that all information is correct. Following written confirmation, flights will be booked by the travel agency. **Any adjustment to the flight arrangements (including upgrades and/or change of flights) following your confirmation and our booking of the flight will be the responsibility of the participant.**

3. HOTEL ACCOMMODATION

Funded Participants

Participants **funded** by the BCRC-Caribbean will be provided with pre-paid accommodation at the following hotel:

Hilton Trinidad and Conference Centre, Port of Spain, Trinidad and Tobago.

TEL: +1-(868)-624-3211

WEBSITE: [click here](#)

Accommodation has been arranged and paid for funded country participants who confirmed their in-person attendance with the BCRC-Caribbean, covering the meeting and the confirmation numbers will be provided.

The accommodation at the **Hilton Trinidad and Conference Centre** includes daily breakfast and guest room internet. All taxes and service charges have already been covered in the room rate paid by the Centre. Please be advised that **the participant is responsible for payment of the security deposit of USD 100 upon check-in at the**

hotel. Please kindly note that all payments at the hotel are to be conducted via credit card ONLY.

The BCRC-Caribbean will **NOT** be responsible for late check-out fees. Participants are asked to check out in accordance with the hotel's check-out time and will be required to cover any charges associated with late checkout, as well as any other charges to the room.

Participants who wish to book accommodations at an alternative hotel can reach out to the BCRC-Caribbean for preferred hotel listing.

Daily Subsistence Allowance

All the participants who are being funded by the BCRC-Caribbean will be provided with a pro-rated Daily Subsistence Allowance (DSA) **during the course of the workshop**. To facilitate the payment of the DSA, the eligible participants will be required to provide their inbound boarding passes, to the responsible BCRC-Caribbean staff at the venue.

The DSA will be provided in accordance with the United Nations Daily Subsistence Allowance (UN DSA) official travel policy. Incidentals incurred during the stay at the hotel such as laundry, mini bar charges, telephone and other incidentals will **NOT** be covered by the BCRC- Caribbean but are to be paid by the guest upon checkout.

Non-Funded Participants

Further to the confirmation of their registration to the relevant meetings, as well as their flight information, non-funded participants can have their rooms reserved at the BCRC-Caribbean's preferential rate and will be responsible for **paying for their accommodation upon arrival**.

Airport Information

Participants will be afforded transportation from the Piarco International Airport by an authorised taxi operator from Sunil Jhagoosingh Transport, who will have a sign marked "BCRC-Caribbean" to ensure easy identification. Each participant will be required to pay the driver directly in cash, **USD 40.00**, to transfer to the Hilton Trinidad & Conference Centre.

Onsite Support: Registration Desk

The Registration desk will be open on the first day of all meetings at **8:30am**. Participants will receive their identification badge and are asked to sign the registration sheet daily.

Interpretation

All meetings will be held primarily in English. However, simultaneous Spanish-to-English interpretation will be available via the Zoom platform.

4. GENERAL SAFETY

For your own safety and security, please take standard precautionary measures when in a foreign city. These include but are not limited to, avoiding walking in dark, deserted areas and wearing expensive jewellery. We recommend the use of registered taxi services and avoiding unknown areas when alone.

Currently, Trinidad and Tobago is under a nationwide state of emergency, which Authorities have extended until at least mid-April in response to a spike in violent gang-related crime. Initially implemented on December 30, 2024, the directive has been ratified by Parliament for an additional three (3) months.

Under the state of emergency, military forces are authorized to perform police functions, while security forces have the power to conduct warrantless searches of private premises, including commercial and residential properties, and arrest individuals suspected of illegal activities. The state of emergency is also expected to result in an increased police and military presence across the country, with security forces conducting high-visibility patrols, particularly in Port of Spain and areas prone to gang-related crime.

Advice

Strictly adhere to all instructions issued by local authorities and security personnel. For more tips on how to be safe when travelling, please see the following link: [Safety Tips for Foreign Travel](#)

See the following link detailing the health information for travellers to Trinidad and Tobago: [Trinidad and Tobago - Traveler view | Travelers' Health | CDC](#)
For further travel tips and information please visit <https://visittrinidad.tt/plan-your-trip/travel-tips/>.

Emergency Services

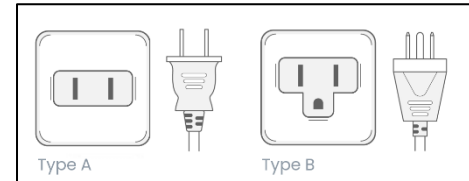
The contact numbers for emergency services, should they be needed, can be found below:

Agency	Telephone Number
Emergency	911
Police	999
Fire	990
Ambulance	811

5. IMPORTANT CONSIDERATIONS

Electrical Outlets:

Trinidad and Tobago uses Type A and B outlets. Participants are kindly advised to bring their own power cords and adaptors.



Contact Information for the BCRC-Caribbean:

The contact for the BCRC-Caribbean and its staff are as follows:

Office of the BCRC-Caribbean	info@bcrc-caribbean.org +1 868-628-8369
Ms. Karen Persad (Airfare, Transport and accommodation support)	karen.persad@bcrc-caribbean.org + 1 868-759-3835
Ms. Jewel Batchasingh	jewel.batchasingh@bcrc-caribbean.org +1 868-686-6134
Ms. Shalina Rooplal	shalina.rooplal@bcrc-caribbean.org +1-868-277-7846

6. DISCLAIMER.

The BCRC-Caribbean disclaims all responsibility for medical, accident and travel insurance, for compensation for death or disability, for loss of or damage to personal property and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants secure prior to departure, insurance for the period of participation.