



The Caribbean Employers' Confederation
in collaboration with
The International Labour Organization
Decent Work Team and Office for the Caribbean



Forum for Senior Representatives of Employers' Organisations in the English- and Dutch-Speaking Caribbean

FACILITATING PARTICIPATION OF CARIFORUM CIVIL SOCIETY IN REGIONAL DEVELOPMENT AND INTEGRATION PROCESSES¹

Accra Beach Hotel, Barbados
22-24 June 2015

INFORMATION NOTE

Venue and address

Accra Beach Hotel
Rockley
Christ Church
Barbados

Telephone: (246) 435-8920
Fax: (246) 435-6794
Website: <http://accrabeachhotel.com>

Travel

Each participant will be provided with a return economy-class airline ticket.

Accommodation

A reservation has been made in the name of each participant at the Accra Beach Hotel. The cost of breakfast, lunch and conference facilities including coffee breaks will be paid directly by the ILO. A stipend will be provided in US dollars to cover the cost of one (1) evening meal and incidentals during the period 22-24 June 2015.

Participants who have to stay in Barbados extra nights because of their flight requirements will be provided with a stipend to cover additional evening meals.

The ILO will also provide a stipend to participants who have to overnight in Miami. Each participant who has to overnight will be responsible for making their own accommodation arrangements in Miami.

Social Event

Dinner will be provided on Tuesday 23 June 2015 at 7:00 p.m. in the Fig Tree Restaurant.

Transportation

Participants should take a taxi from the airport to the hotel.

Hotel Check-in Time

Takes place at 3:00 p.m. Participants who arrive before this time can have their bags stored as their rooms may not be ready. Participants can proceed to the Forum and check in at a later time.

Hotel Check-out Time

Takes place at 12 noon. Participants who wish to check out after 12 noon will incur an additional cost of US\$ 45.00 (**at your own expense**) and must check out by 6:00 p.m. Late check outs are subject to room availability.

Registration

Registration of delegates will begin on arrival at the Accra Beach Hotel on Monday 22 June, 2015.

Lunch on Monday 22 June 2015

Lunch will be provided to participants at 12:30 p.m. in the Fig Tree Restaurant.

Opening Ceremony

The Opening Ceremony will begin at **1:30 p.m. on Monday, 22 June, 2015** in the Leanna Conference Room of the Accra Beach Hotel. All participants are kindly requested to be seated by 1:20 p.m.

Forum Agenda

See link on main page

Caribbean Employers' Confederation AGM

The Annual General Meeting of the Caribbean Employers' Confederation will take place on Tuesday 23 June, 2015 from 3:30 p.m. to 6:00 p.m. All Forum participants are invited to attend.

Passports and visas

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

Sickness/Insurance

In case of accident or sickness during the Forum, participants should notify one of the members of the Secretariat immediately. No responsibility or liability will be accepted by the ILO, CEC or the Government of Barbados for any costs arising out of sickness, injury, temporary or permanent disability, death and third party risks of any of the participants during their journey and their participation in the Forum. It is therefore the participants' responsibility to take out, at their own expense, or at the expense of their nominating organisation, any personal insurance policy they may deem necessary for this Forum, including a civil liability insurance policy.

Conference identification

All participants are requested to wear their name badges at all times to facilitate the ease of identification of participants for access to the Forum room and the restaurant.

Contact information

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