



## 8<sup>th</sup> Meeting of Caribbean Ministers of Labour

# THE CARIBBEAN AND LABOUR, 2013 AND BEYOND: STRENGTHENING DECENT WORK FOR DEVELOPMENT

Port of Spain, Trinidad and Tobago  
2-3 July, 2013

## INFORMATION NOTE

1. The ILO welcomes you to its Eighth Meeting of Caribbean Labour Ministers in Trinidad and Tobago.
2. The ILO will provide: two (2) return economy class airline tickets to your delegation; accommodation from 1-4 July 2013 (3 nights) at the Hilton Trinidad and Conference Centre (breakfast included); lunch; conference facilities including coffee breaks, underwrite administrative and support costs; and a stipend in the amount of US\$108.00 to cover the cost of evening meals and incidentals.
3. Delegates will be met at the Piarco International Airport by Trinidad and Tobago Government Officials. Transportation will be provided by the ILO. Cars will be provided for Ministers. A bus shuttle will transport other Delegates from and to the airport on the respective dates.
4. Delegates should ensure that they have all the necessary travel and health documents, including a passport valid for more than six months, and any necessary visas, to enable them to enter and remain in Trinidad and Tobago for the duration of the Meeting. The cost of passports, visas, vaccinations or inoculations and health documents will not be met by the ILO.
5. The ILO made hotel bookings for Delegates at the Hilton Trinidad and Conference Centre. Details of the hotel are as follows:

Hilton Trinidad & Conference Centre  
Lady Young Road, Port of Spain  
Trinidad and Tobago  
Telephone: 1-868-624-3211  
Fax: 1-868-624-4485

6. Registration of overseas Delegates begins on arrival at the Hilton Trinidad and Conference Centre on Monday, 1 July 2013, in the room close to the check-in counter, and continues on Tuesday, 2 July 2013, at 8:15 a.m. at the entrance to the Ballroom where the Opening Ceremony will take place.
7. The Opening Ceremony begins at 9:00 a.m. on Tuesday, 2 July 2013, at the Ballroom of the Hilton Trinidad and Conference Centre. **All participants are kindly requested to be seated by 8:45 a.m.**
8. The business session begins at 10:30 a.m. on Tuesday, 2 July 2013, at the Meeting Room - La Boucan.

9. All participants are kindly requested to wear their meeting badges to facilitate the ease of identification of participants for access to the Meeting Room and the lunch room.
10. For background information and discussion papers on subjects covered in this Meeting, please check the ILO's website at [www.ilocarib.org.tt](http://www.ilocarib.org.tt). Information will be updated as it becomes available.
11. In case of accident or sickness during the Meeting, participants should notify one of the members of the Secretariat immediately. No responsibility or liability will be accepted by the ILO or the Government of Trinidad and Tobago 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 Meeting. It is therefore the participants' responsibility to take out, at their own expense, or at the expense of their nominating organization, any personal insurance policy they may deem necessary for this Meeting, including a civil liability insurance policy.

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