



**35th Conference of the Caribbean, Americas and Atlantic Region
of the Commonwealth Parliamentary Association
July 23 to 31, 2010**

INFORMATION CIRCULAR

1. WELCOME

The Trinidad and Tobago Branch of the Commonwealth Parliamentary Association (CPA) extends a warm welcome to all Delegates, Secretaries, Women Parliamentarians, Youth Parliamentarians and Observers attending the 35th Regional Conference of the Caribbean, the Americas and the Atlantic Region of the CPA. The conference will be held at the **Hyatt Regency Trinidad, Wrightson Road, Port of Spain, Trinidad and Tobago** from **23rd to 31st July, 2010**.

This Conference will provide the opportunity for a number of other related regional meetings. Separate invitations for these meetings have been issued to each Branch

2. ARRIVALS AND DEPARTURES

(i) OFFICIAL ARRIVAL DATES

(a) The Conference of Women Parliamentarians

The official arrival date for Women Parliamentarians is Friday, July 23, 2010

(b) Regional Executive Committee

The official arrival date for Members of the Executive Committee is **Saturday, 24th July, 2010**.

(c) 35th Regional Conference

The official arrival date for Delegates, Secretaries, Observers, and spouses to the 35th Regional Conference is **Sunday, 25th July, 2010**.

(d) Youth Parliamentarians

The Official arrival date for Youth Parliamentarians is **Tuesday, July 26, 2010**

(ii) **OFFICIAL DEPARTURE DATE**

The official departure date for all participants and accompanying persons is **Saturday July 31st, 2010.**

3. BAGGAGE TAGS

Baggage tags will be forwarded in due course. These should be attached to your luggage to assist conference staff in identifying luggage upon arrival in Trinidad.

3. REGISTRATION

All participants and spouses will be required to register for the conference at the Conference Centre.

4. HOTEL ACCOMODATION

All participants will be accommodated at Hyatt Regency Trinidad and Tobago. The Trinidad and Tobago Branch has reserved a number of rooms at the Hyatt Regency Trinidad.

The Conference Secretariat has negotiated the following room rates per night:

Standard King	-	US\$219.00 plus taxes (Single Occupancy)
Standard King	-	US\$239.00 plus taxes (Double Occupancy)

Room rates are subject to **21% of all applicable taxes (service and government)**. Buffet Breakfast will be served at the Waterfront Restaurant and is available for all guests in Standard King Rooms.

5. RESPONSIBILITIES OF PARTICIPANTS

All participants will be responsible for their airfares to and from Trinidad and Tobago and for the cost of hotel accommodation. They will also be responsible for all private entertainment, drinks (other than those provided at conference functions), laundry, telephone calls, faxes, medical expenses and all other sundry expenses. The hotel will maintain a separate account for personal incidentals.

6. SPOUSES

The Trinidad and Tobago Branch welcomes spouses of participants. A separate programme will be arranged for Spouses and they will be invited to all official functions.

A spouses' fee of **US\$150.00 per person** will be charged to cover the tours and other social functions and should be paid to the Branch upon registration.

All other expenses incurred will be the responsibility of the participant concerned.

7. RESPONSIBILITIES OF HOST BRANCH

The Trinidad and Tobago Branch will be responsible for the following:

- (i) All meals that are part of the conference programme
- (ii) Ground transportation
- (iii) Tour programme
- (iv) Conference facilities

8. CONFERENCE SESSIONS

The 3rd Conference of Women Parliamentarians will be held at the Chamber of the Parliament of the Republic of Trinidad and Tobago at the Red House, Port of Spain.

The Plenary Conference Sessions will be held in Regency Rooms IV, V and VI of the Hyatt Regency Trinidad, Wrightson Road, Port of Spain, Trinidad and Tobago.

The Regional Youth Parliament will meet at the Chamber of the Parliament of the Republic of Trinidad and Tobago at the Red House, Port of Spain.

9. FORMS

Three forms are enclosed for completion.

1. Form 1-Acceptance of Invitation by **Wednesday, March 31, 2010**
2. Form 2-Biographical Details Form by **Friday, April 30, 2010**
3. Form 3-Travel Details Form by **Wednesday, June 16, 2010**

Please return all forms on or before the due date to Mrs. Lynette Joseph-Guevara: lguevara@ttparliament.org or at **1 868 625 4672**

10. CONFERENCE TOPICS

The theme for the 35th Regional Conference is **“Modernisation of Caribbean Parliaments: Forging our own Identity”**. Branches are kindly asked to submit topics for discussion within this

theme no later than **Friday, April 16, 2010**. Please be advised that we also invite any topics which Branches and/or Delegates consider critical, but do not fall under the theme.

The final decision regarding topics remains with the Host Branch.

11. DRESS

The following modes of dress are recommended:

3 rd Conference of Women Parliamentarians	Business Attire
Opening Ceremony	Lounge Suit or National Dress
Plenary Sessions	Business Attire
Evening Functions	Elegantly Casual
Youth Parliamentary Debate	Business Suit
Tours	Casual

12. CURRENCY

The official currency of Trinidad and Tobago is the TT Dollar. However, United States Currency is accepted in most stores and at the hotel. The official conversion rate of United States Dollar to TT Dollar is **US\$1.00 = TT\$6.20**

13. GROUND TRANSPORT

The Trinidad and Tobago Branch will be responsible for transportation of all participants from the airport on arrival, and to the airport on departure and for all official activities.

14. LOSS OF LUGGAGE, CURRENCY OR PERSONAL EFFECTS

The Trinidad and Tobago Branch will be unable to accept responsibility for any loss of luggage, currency or personal effects.

15. CONTACT PERSON:

Mrs. Lynette Joseph-Guevara

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