



16<sup>th</sup> to 19<sup>th</sup> January 2018

## INFORMATION FOR PARTICIPANTS

### A. MEETING INFORMATION

#### 1. Summit Date and Venue

**Date:** 16<sup>th</sup> January 2018  
**Venue:** **St. James's Club and Villas**  
Mamora Bay,  
St. Paul's  
Antigua and Barbuda, West Indies  
Telephone: (268) 400-5000  
Website: [www.stjamesclubantigua.com](http://www.stjamesclubantigua.com)  
**Meeting Room:** Flamboyant Room  
**Audience:** Heads of State, Ministers, Leaders of Industry

#### 2. Symposium Dates and Venue

**Dates:** 17<sup>th</sup> to 19<sup>th</sup> January 2018  
**Venue:** Sandals Grande Antigua Resort & Spa  
PO Box 147, Dickenson Bay,  
St. John's  
Antigua and Barbuda, West Indies  
Telephone: (268) 484-0100  
Website: [www.sandals.com/main/antigua](http://www.sandals.com/main/antigua)  
**Meeting Room:** The Admiral Lord Nelson Ballroom  
**Audience:** Ministers, Permanent Secretaries, Technocrats

#### 3. Event Registration

Please register on-line as soon as possible for the Summit and Symposium at:  
<https://ctuevents.events.idloom.com/Towards-21stCentury-Government>

#### 4. Accommodation and Hotel Reservation

##### If you are attending the Summit only

- **Option 1: St. James's Club and Villas**
  - Website: [www.stjamesclubantigua.com](http://www.stjamesclubantigua.com)
  - All-inclusive rate includes all meals and taxes.
  - Standard room: US \$367.50 per night based on single occupancy
  - Internet access costs an additional US \$12.50 per day:  
**Please note that there is limited inventory, rooms will be sold on a first-come first-served basis.**
  - Reservations:
    - Contact Ms. Jackeyma James
    - Telephone: (268) 460-8924 or (954) 333-8570
  
- **Option 2: Verandah Resort & Spa**
  - Website: [www.verandahresortandspa.com](http://www.verandahresortandspa.com)
  - All-inclusive rate includes all meals and taxes. Internet access costs an additional US \$12.50 per day:
    - Standard room: US \$343.00 per night based on single occupancy
    - **There is limited inventory, rooms will be sold on a first-come first-served basis.**
  - Reservations:
    - Contact Ms. Jackeyma James
    - Telephone: (268) 460-8924 or (954) 333-8570
  
- **Transport Arrangements From Verandah Resort to St. James's Club**

A shuttle bus service will transport delegates to and from St. James's Club. Please assemble by 7:30am in the lobby of the Verandah Resort and Spa; the shuttle will leave at 7:45am **sharp**. If you miss the shuttle, please make arrangements to get to St. James's Club.
  
- **Transport Arrangements From St. James's Club and Verandah Resort to Sandals Grande**

For delegates attending the Symposium and staying at St. James's Club or the Verandah Resort, a shuttle bus service will transport delegates each day to and from Sandals Grande. Please assemble by 6:45am in the lobby of the respective hotels; the shuttle will leave at 7:00am **sharp**. If you miss the shuttle, please make arrangements to get to Sandals Grande.

### If you are attending the Symposium

- **Option 1: Halcyon Cove by Rex Resorts**

- Website: [www.rexresorts.com/antigua](http://www.rexresorts.com/antigua)
- Rate includes breakfast, room taxes, service charge and Wi-Fi:
  - Standard room: US \$145 per night based on single occupancy
- Reservations:
  - Contact Ms. Debbie Scholar-Lewis at [timeshare@hch.rexresorts.travel](mailto:timeshare@hch.rexresorts.travel)
  - Booking Code "DEBS"
  - Telephone: (268) 462-0256 (O)      (268) 736-6092 (C)

- **Transport Arrangements From Halcyon Cove to Sandals Grande**

A shuttle bus service will transport delegates to and from Sandals Grande each day. Please assemble by 7:45am in the lobby of the Halcyon Cove by Rex Resorts; the shuttle will leave at 8:00am **sharp**. If you miss the shuttle, please make arrangements to get to Sandals Grande.

- **Option 2: Blue Waters Resort and Spa**

- Website: [www.bluewaters.net](http://www.bluewaters.net)
- Rates include breakfast, room taxes, service charge and Wi-Fi:
  - Deluxe beachfront room: US \$433.95 per night based on single occupancy.
  - Cove and Luxury suites: US \$739.75 per night based on single occupancy.
  - **There is limited inventory, rooms will be sold on a first-come first-served basis.**
- Reservations:
  - Contact Mr. Daniel Charles at [hotelres@bluewaters.net/](mailto:hotelres@bluewaters.net)
  - Telephone: (268) 462-0290      Fax: (268) 462-0293
  - A 50% non-refundable deposit is required at time of booking.

- **Transport Arrangements From Blue Waters Resort to Sandals**

A shuttle bus service will be provided to and from the Sandals Grande each day. Please assemble by 7:45am in the lobby of the Blue Waters Resort and Spa; the shuttle will leave at 8:00am **sharp**. If you miss the shuttle, please make arrangements to get to Sandals Grande.

## 5. Airport information and airport transfers

The international airport in Antigua is called V.C. Bird International Airport (IATA code ANU).

Airport transfers (one way) to:

- St. James's Club US \$31 or EC \$82
- Verandah Resort & Spa US \$28 or EC \$74
- Halcyon Cove by Rex Resorts US \$16 or EC \$42
- Blue Waters Resort and Spa US \$13 or EC \$34

Taxis are available as you exit Customs at the airport.

## 6. Meal Arrangements

<b>Breakfast</b>	Breakfast will be provided by the respective hotels for all registered hotel guests who are on a breakfast or all-inclusive plan.
<b>Lunch</b>	Lunch, morning and afternoon coffee breaks will be provided for all registered delegates on the meeting days i.e. from Tuesday 16 <sup>th</sup> to Friday 19 <sup>th</sup> January. Please indicate any special dietary requirements to the meeting Secretariat.
<b>Dinner</b>	Dinner will be provided by the respective hotels for all registered hotel guests who are on an all-inclusive plan. Other delegates will be required to make their own arrangements for dinner.

## 7. Dress code

The dress code for all events is business attire

## 8. CTU Contact Information:

For more information, please contact:

At CTU Secretariat In Antigua From 16 <sup>th</sup> January 2018	<b>Ms. Brenda Julien</b> Manager Administration <b>Mr. Trevor Prevatt</b> Consultant <b>Ms. Lauren Charles-Stewart</b> Events Manager	<a href="mailto:brenda.julien@ctu.int">brenda.julien@ctu.int</a> <a href="mailto:trevor.prevatt@ctu.int">trevor.prevatt@ctu.int</a> <a href="mailto:skillsmastersconsulting@yahoo.com">skillsmastersconsulting@yahoo.com</a>
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## B. GENERAL INFORMATION

### 1. Passport and Visa formalities

Passports:

To enter Antigua and Barbuda, a passport valid for at least six months beyond the period of stay and containing one blank page is required.

Visas:

For a list of the countries whose nationals **DO NOT REQUIRE** a visa for entry into Antigua and Barbuda: <http://www.antigua-barbuda.org/Agtip01a.htm>

All nationals who require a visa must apply for an e-Visa before travelling. <https://evisa.immigration.gov.ag/agEvisa-app>

For questions concerning passport and visa requirements, contact the Antigua and Barbuda Department of Immigration at (268) 562-1387 or (268) 562-1389

### 2. Vaccinations

No vaccinations are required unless the visitor is arriving from an endemic area. For additional information consult the following website:

<https://wwwnc.cdc.gov/travel/destinations/traveler/none/antigua-and-barbuda>

### 3. Language

English is the official language in Antigua and Barbuda.

### 4. Electricity supply

Part of the island is 110volts and the remainder is 220volts. Most hotels have both voltages available. If the voltage is different from your home country, some hotels offer adaptors to their guests or adaptors can be purchased from local hardware and electrical stores.

### 5. Climate

Antigua weather is generally warm and sunny all year round with an average daytime high of 28°C / 82°F.

## 6. Currency

The Eastern Caribbean dollar (EC) is the official currency of Antigua and Barbuda. While the US dollar is generally accepted, foreign currency can be exchanged at local banks and other authorised establishments. The most commonly accepted credit cards are VISA, Diners Club and MasterCard.

The average exchange rate is: US \$1.00 = EC \$2.65

## 7. Shopping – Antigua and Barbuda Sales Tax (ABST)

All items and services in Antigua are subject to a **general taxation of 12.5%** known as Antigua and Barbuda Sales Tax (ABST).

## 8. Business hours

Banks and exchange offices:	Monday to Thursday: 8:00 am to 1:00 pm; 3:00pm to 5:00pm and Friday: 8:00am to noon; 3:00pm to 5:00pm
Business offices:	Generally, from Monday to Friday 8 am to 4:30 pm.
Shops and businesses:	Monday to Saturday from 8 am to 5 pm.
Malls:	Monday to Saturday 9 am to 9 pm

## 9. Tipping

This is left to your own discretion; however, you can follow the guidelines below  
Taxi Drivers: 10% to 15% of the fare.  
Service Staff at a Restaurant: 10% to 15 % of total bill.

## 10. Other useful information

You can find further information on Antigua and Barbuda on the following Web page:  
<http://www.visitantiguabarbuda.com>