



ICT Week – St. Vincent and the Grenadines
19th to 23rd March 2018

INFORMATION for PARTICIPANTS

A. MEETING INFORMATION

1. Meeting Venue

Beachcombers Hotel
Villa Beach
St. Vincent and the Grenadines
Tel: (784) 458-4283

2. Accommodation and Hotel Reservation

• **Beachcombers Hotel**

- Website: www.beachcombershotel.com
- Negotiated rates include breakfast, taxes, service charge and Wi-Fi:
 - Deluxe room - single occupancy US \$125.00 per night
 - Deluxe room - double occupancy US \$160.00 per night
- For reservations:
 - Contact Ms. Loretta Gill-Ballantyne using the Booking code **CTU1**
 - Email: beachcombers@vincysurf.com
 - Telephone: (784) 458-4283
 - To confirm individual booking, a credit card will be required to guarantee room and payment of choice will be accepted upon arrival.
- Cancellation – The Hotel's cancellation policy requires 14 days notice by telephone or email to avoid a fee of 2 nights room charges.

3. Meeting Registration

Please register on-line at: <https://ctuevents.events.idloom.com/ict-week-svg>



4. Airport information and airport transfers

The airport in St. Vincent and the Grenadines is called Argyle International Airport (IATA code SVD).

The Hotel does not provide shuttle service to/from the airport. Taxis are available at the airport and cost approximately US\$23.00 or EC \$60 one way.

5. Meal Arrangements

Breakfast	Breakfast will be provided by the hotel for all registered hotel guests.
Lunch	Lunch, morning and afternoon coffee breaks will be provided for all registered delegates on the seminar days i.e. from Monday 19th to Friday 23rd March 2018 . Please indicate any special dietary requirements to the meeting Secretariat.
Dinner	Delegates will be required to make their own arrangements for dinner.

6. Dress code

The dress code for all events is business attire.

7. Contact Information

For more information, please contact:

At CTU Secretariat **Ms. Brenda Julien**
Manager Administration

brenda.julien@ctu.int

In St. Vincent and the Grenadines **Ms. Sonja Johnson**
Publications and Promotion
Consultant

sonja.johnson@ctu.int

From 19th to 23rd
March 2018 **Ms. Lauren Charles-Stewart**
Events Manager

skillsmastersconsulting@yahoo.com