



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 SVG).

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

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| 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

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

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

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