



ICAO Traveller Identification Programme (TRIP)

ICAO TRIP Regional Seminar & Exhibition
Montego Bay, Jamaica
28 to 30 November 2017

UPDATED: 2 November 2017 *

INFORMATION FOR PARTICIPANTS

1. SEMINAR VENUE AND DATES

The ICAO TRIP Regional Seminar & Exhibition will be held at the Hilton Rose Hall Resort and Spa, Rose Hall Main Road, Lilliput, Montego Bay, St. James, Jamaica (<https://www.rosehallresort.com>) from 28 to 30 November 2017. The Regional Seminar is **hosted by the Jamaica Civil Aviation Authority**.

2. MEETING COORDINATOR CONTACT DETAILS (JAMAICA CIVIL AVIATION AUTHORITY)

Mrs. Ann-Marie Toomer Gayle
Operations Officer
Jamaica Civil Aviation Authority (JCAA)
4 Winchester Road, Kingston 10, Jamaica
Telephone: (876) 920-5626 or 960-3948 Ext 2117
Fax: (876) 920-0194
Email: Ann-Marie.toomergayle@jcaa.gov.jm

*3. REGISTRATION OF PARTICIPANTS (MANDATORY ONLINE AND RECONFIRM ONSITE)

Participants are requested to **register in advance ONLINE before 6 November 2017**. Participants will be registered on a first come first served basis. We encourage you to register for the Seminar at your earliest convenience for planning purpose.

Website address: <https://www.icao.int/Meetings/TRIP-Jamaica-2017/Pages/default.aspx>

Participants will be required to **reconfirm their registration on site** before the Seminar to *collect their Seminar badges*. Registration Desk will be available at the Seminar venue on:

- Monday, 27 November 2017 from 1500 to 1700 hours; and
- Tuesday, 28 November 2017, the opening day, from 0800 to 1200 hours.

Participants are requested to visibly wear the Seminar badge at all times.

4. SCHEDULE OF THE MEETING

Official opening session of the Seminar will **commence at 0900 hours on Tuesday, 28 November 2017**. Simultaneous interpretation in English and Spanish will be available during the Seminar.

The Preliminary Outline may be found on the Seminar website at:

<https://www.icao.int/Meetings/TRIP-Jamaica-2017/Pages/Programme.aspx>

5. DOCUMENTATION

The **programme outline for the Seminar is posted on the ICAO TRIP Jamaica Seminar website**; participants should check the website frequently for revised information. Presentations are not distributed, but will be uploaded on the website directly following the Seminar.

*** 6. PREFERRED LODGING & SEMINAR VENUE [DEADLINE REVISED 6 NOVEMBER 2017 SEMINAR RATE*]**

Reservations can be made by calling the central reservations office at 1-866-799-3656 or directly online (refer to link below). Participants must **identify themselves as part of the JCAA Group to receive the Group Rate**. It is recommend that bookings are made with the Hilton Rose Hall Resort & Spa as early as possible as room allocation will be subject to availability due to high occupancy demand during the Seminar dates.

HILTON RESERVATION LINK:

<http://www.hilton.com/en/hi/groups/personalized/M/MBJRHHF-ZZJCAA-20171123/index.jhtml>

<p>Hilton Rose Hall Resort & Spa Address: Lilliput, Rose Hall Tel.: 1 (876) 944-3997 Reservations: 1 (876) 799 3656 Fax: 1 (876) 944-0942 E-mail: sheree.bennett@hilton.com Web: www.rosehallresort.com</p> <p>Reservation link (refer above) * TO OBTAIN CONCESSIONARY RATE, THE FINAL DATE FOR RESERVATION IS 6 NOVEMBER 2017</p> <p>Many Amenities offered (see website for details): . all food – including three meals per day . all beverages . business center (printing boarding passes is complimentary)</p>	<p><u>Room Type - Run of House</u></p> <p>Single Occupancy Rate \$259.00</p> <p>Double Occupancy Rate \$289.00</p> <p><u>Third Person Charge, All Inclusive Plans (AIP)</u> On the All Inclusive Plan, rates will apply for any additional children/adult in the room as follows: Guests 15 and over \$99</p> <p>Rates are on a per room per night basis. Above AIP rates include taxes and resort fees, inclusive of 10% Jamaican Government tax, \$4 accommodation tax, 10% service charge and 5.75% resort tariff. These taxes and tariffs are subject to change.</p>
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7. INTERNET ACCESS

Wi-Fi is available in the Resort conference room, Internet Cafe, Lobby and guest rooms.

8. LOCAL TRANSPORTATION

Transportation is not provided. The recommended method of transportation is taxi. The rate is between US\$20-US\$30.

9. HOSPITAL

If necessary, emergency services are available, for more information call:

Cornwall Regional Hospital:
Mount Salem, Montego Bay
Telephone: 971-4816

Montego Bay Hospital and Urology Centre:
Mount Salem Main Rd. Montego Bay
Telephone: 952-1991

10. COMMERCIAL WORKING HOURS

In the City from 08:30 to 17:00 hours approximately.
Banks, Monday to Thursday 08:30 to 14:00 and from 08:30 to 16:00 hours on Fridays.
Malls/shopping centres from 09:00 to 18:00 hours approximately.



11. ELECTRICITY

A 120 and 220 volts are the hotel standard. If higher voltage is required, please request information at hotel registration.

*** 12. VISAS**

Countries requiring visas to attend the Jamaican Regional Seminar are urged to commence and verify with respective Embassies and Consulates.

13. OTHER

Tax charged to purchases is 16.5% and indicated as “inclusive” if already included in consumer prices. Tips in restaurants and related places are normally included in the bills. If not, then they are at your discretion. However, 10-15% is the norm.

For more information please contact:
ICAO TRIP Programme E-mail: fal@icao.int