



ICAO

“Transforming the Global Aviation Sector: Emissions Reductions from International Aviation”
Project funded by the UNDP and GEF

**ICAO “Capacity Building Seminar on Low Emissions Aviation Measures”
24 to 26 April 2018
Kingston, Jamaica**

GENERAL INFORMATION

1. LOCATION

1.1 The ICAO “Capacity Building Seminar on Low Emissions Aviation Measures” for the ICAO-UNDP-GEF Assistance Project will be held in the Jamaica Pegasus Hotel located at the 81 Knutsford Boulevard, Kingston 5 in New Kingston from 24 to 26 April 2018.

1.2 Jamaica Pegasus Hotel
81 Knutsford Boulevard
Kingston 5, New Kingston
Tel: + 1 (876) 926-3691-9
<http://www.jamaicapegasus.com/>



2. OPENING CEREMONY

2.1 The opening ceremony of the Seminar will be held at 1500 hours on Tuesday, 24 April 2018 at Norman Manley International Airport (NMIA), Kingston, Jamaica followed by a reception at 1800 hours at the Jamaica Pegasus Hotel. Transportation will be provided.

3. REGISTRATION OF PARTICIPANTS

3.1 Early Registration of participants and collection of the name tags will take place at the Jamaica Pegasus Hotel, Talk of the Town (venue of the meeting) between 1100 and 1200 hours on the opening day of the meeting and at the Norman Manley International Airport (NMIA) between 1400 and 1500 hours. The registration will also take place on the 25 April from 0800 to 0900 hours at the venue of the meeting. Transportation will be provided from the Pegasus hotel to the Inauguration ceremony.

4. LANGUAGE

4.1 English will be the working language. Simultaneous interpretation into Spanish will be Provided during the Seminar from 25 to 26 April 2018.

5. DOCUMENTATION

5.1 Kindly note that no documentation in hard copy will be available.

6. HOTEL RESERVATIONS

6.1 The Jamaica Pegasus Hotel is the suggested hotel as also the meeting venue. Hotel accommodation will be provided by the organizers at the venue of the meeting for **two participants per State**¹ for four nights, from 23 to 26 April 2018 inclusive. Participants staying at a different hotel are kindly requested to make their own hotel reservations and cover their own accommodation costs. We kindly ask that participants not staying at the Jamaica Pegasus Hotel please forward their hotel information to the following email addresses: undp-gef-project@icao.int and copied to the JCAA Coordinator mentioned below. Special rates for the Pegasus hotel are the following:

HOTEL		
Address: 81 Knutsford Boulevard Tel: + 1 (876) 926-3691-9 Location: Kingston, Jamaica Website: http://www.jamaicapegasus.com/aboutus/		
ROOM TYPE/BED TYPE	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
DELUXE ROOM (KING/DOUBLE BED)	189.10	214.40
ROYAL JUNIOR SUITE KING	233.38	258.68
ROYAL ONE BEDROOM SUITE	265	265

Rates are inclusive of:

Government Tax – 16.5%, Service Charge – 10%, Energy Surcharge – US\$8, Special Room Tax - US\$4
Government Tax, Service Charge, Energy Surcharge, and Room tax are subject to change and may be increased without prior notice.

7. TRANSPORTATION

7.1 Participants are requested to arrange their own transfers from/to the Airport. Taxis are available from the airport to the hotels and the fare is normally US\$40. However, it is advisable to agree on the fare before getting into the vehicle. Enquiries may be made at the airport information desks/counters upon arrival.

8. LUNCH AND COFFEE

8.1 Lunch and coffee breaks will be provided to the Seminar participants.

9. OTHER USEFUL INFORMATION

CURRENCY, CREDIT CARDS AND BANKING SERVICES

¹ (Small Island Developing State (SIDS) that are also Member States of ICAO: Antigua and Barbuda, Bahamas, Barbados, Belize, Cuba, Dominican Republic, Grenada, Guyana, Haiti, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago)

9.1 The national currency is the Jamaican Dollar (JMD). The current rate of exchange for USD is approximately USD 1= JMD 125.521 in banks or exchange agencies. Foreign currency can be changed at banks, foreign currency bureau or hotels. Banks in major centres are open from Monday to Thursday from 0830 to 1400 hours and Fridays from 0830 to 1600 hours.

9.2 All major international cards are generally accepted in hotels, shops and restaurants.

WEATHER AND LOCAL TIME INFORMATION

9.3 In April, the daytime temperature in Kingston ranges from 23 °C to 28 °C, with humidity that ranges from 44% (comfortable) to 94% (very humid). Jamaica local time is UTC/GMT -5h. It is fixed across the country.

BUSINESS HOURS

9.4 Regular commercial business hours are from Monday through Saturday from 0830 to 1400 hours.

TAX AT AIRPORTS

9.5 No additional tax is collected at the airport. The taxes are included in the airfare.

TAXES AND TIPS

9.6 The tax on purchases is included in consumer prices. Tipping in restaurants is not included in the bill and is customarily 10% of the value.

VISA REQUIREMENTS

9.7 It is highly recommended to check the requirements early, as visa processing times can vary. For further information on entry and exit requirements, please consult the Passport, Immigration & Citizenship Agency (PICA) website <http://www.pica.gov.jm/>

9.8 For those persons who do not have a Jamaican Consulate in their State, please see below:

The Visa Unit of the PICA accepts applications for entry visas which if approved may be issued at the port of entry. In submitting an application on behalf of the affected nationals, Individuals are required to present the following:

- 1. letter from JCAA identifying the persons being invited, the purpose and length of their visit*
- 2. copies of each person's passport bio-data page (passports must be valid for at least 6 months from date of travel)*
- 3. address or name of hotel where they will be accommodated*
- 4. flight itineraries for their return to their homeland or place of residence*
- 5. evidence of immigration status in the place they are returning, if not their homeland*

The aforementioned documents may be submitted in person or scanned and emailed to visajamaica@pica.gov.jm

Kindly note that the Unit requires five (5) working days for processing. Visa fees at the port of entry for nationals of the UAE is US\$350 each. Fees are payable upon arrival and must be paid in United States currency only and is accepted in cash, debit or credit card.

HEALTH

9.9 Participants must be in good health and have medical insurance or another type of health care plan which covers medical emergencies. Neither the International Civil Aviation Organization nor the Government of Jamaica shall be held responsible for medical expenses incurred by seminar participants.

9.10 However in case of Emergency please see information below regarding the nearest hospitals to the venue hotel:

ANDREWS MEMORIAL HOSPITAL

Address: 27 Hope Rd, Kingston

Hours: Open 24 hours

Phone: (876) 926-7401

MEDICAL ASSOCIATES

Address: 18 Tangerine Place Kingston 10, Kingston

Hours: Open 24 hours

Phone: (876) 926-1400

10. CONTACT INFORMATION

10.1 The meeting Focal Points are as follows:

Jamaica Civil Aviation Authority	The Jamaica Pegasus Hotel
Mrs. Ann-Marie Toomer Gayle Operations Officer for Director General Jamaica Civil Aviation Authority Tel: (876) 920 5626 Cell: (876) 310 6572 Fax: (876) 920 0194 Email: Ann-Marie.ToomerGayle@jcaa.gov.jm	Ms. Kimone Grant Sales Associate, Jamaica Pegasus Hotel Desk: (876) 926 5199 General: (876) 926 3691 Ext. 3047 Fax: (876) 929 0593 Email: sales2@jamaicapegasus.com sales4@jamaicapegasus.com

10.2 The above listed Focal Points will be glad to assist the participants to the seminar with any advice they may require.