

GENERAL INFORMATION

daCi CONFERENCE, JAMAICA, 2009

1. ACCOMMODATION

Arrangements for accommodation have been made with the:

University of the West Indies (student's accom.) Rex Nettleford Hall and A.Z.Preston Hall
Mona Visitors' Lodge, UWI, Mona Campus
Jamaica Pegasus (Official Conference Hotel)
Courtleigh Hotel & Suites
Hilton Kingston Hotel
Knutsford Court Hotel

The hotels are within five minutes of each other (by car) in the New Kingston area, and approximately 20 minutes from the University campus. A list of hotels and their details is posted on this website.

2. BAGGAGE COORDINATOR

All participants will be sent special baggage tags to enable them to easily identify their bags on arrival. If you have more than 5 persons in your group, we recommend that you identify a baggage coordinator on your team to assist if you have to change flights or at your final destinations.

3. BUSINESS AND SHOPPING HOURS

Businesses are generally open from 9:00 a.m. to 5:00 p.m. from Monday to Friday. Shops are open from 10:00 a.m. to 6:00 p.m. Monday to Saturday. Many pharmacies are open until 10.00 or 11.00 p.m. daily. Same stores are also open on Sundays from 10 a.m. to 4.00 p.m.

4. CLIMATE

Jamaica is a very mountainous country and the climate ranges from tropical and humid at sea-level to temperate in the mountains. Mean temperatures in Kingston range from 78°F/24°C to 90°F/30°C. Typically the months of May, October and November are rainy months.

5. CONFERENCE LANGUAGE

The language of the conference will be English.

6. CURRENCY AND BANKING

The official currency is the Jamaican dollar (J\$), though the United States Dollar and/or U.S. Travelers' cheque is freely accepted. The rate of exchange is approximately:

J\$72.67* to US\$1.00,
J\$69.49* to CAN \$1.00
J\$130.35* to the pound sterling
J\$102.33* to the Euro dollar

Exchange rates are subject to fluctuation.

There is no restriction on the amount of foreign currency that may be brought into or taken out of Jamaica by visitors. However amounts exceeding US\$10,000.00 (or its equivalent in any other foreign currency) or J\$720,000.00* must be declared to Jamaican customs.

Internationally recognized travelers' cheques and major credit cards are accepted in all hotels and most stores. All Jamaican commercial banks have wide international affiliations. **Most commercial banks have Automated Banking Systems (ABM's) that take Cirrus and Star cards. (Please note that they only dispense Jamaican dollars).**

Commercial banks have differing operating hours. Some operate from 8:30 a.m. to 2:30 p.m., others from 9:00 a.m. to 3:00 p.m. Monday to Thursday and on Friday 8:30 a.m. to 4:00 p.m. Your hotel/residence will advise of the banks nearest to you and their opening/closing times.

A local branch of the National Commercial Bank and the Bank of Nova Scotia is located on the campus of The University of the West Indies. **This branch opens from 8:30 am to 3:30 pm Monday to Thursday and 8:30 am to 4:30 pm on Fridays.**

7. DRESS

Dress is generally "casual" unless otherwise indicated. A lounge suit is suitable for some receptions and dinners. Please carry light weight materials and ladies may carry a light shawl as evenings can be more than 10°F cooler than the daytime and there is always a cool mountain breeze.

8. DRIVING LICENCES

Visitors are able to drive for one (1) month in Jamaica on a valid national driving licence. **Please note that driving is on the left.**

* This figure fluctuates and is subject to change without notice. Please check your international banker for the day's rates.

9.. ELECTRICITY SUPPLY

Voltage in Jamaica is 110-120 volts 50 cycle. Some hotels will have 220 volts 50 cycle. In those hotels you will be able to get a step-down transformer for your 110-120v equipment. Plugs are usually flat pins, so if your equipment has the round pins, please bring a convertor

10. HEALTH REQUIREMENTS

- i) A valid yellow fever vaccination certificate is required for participants coming from the following areas:
Brazil, Kenya, Nigeria, Peru, Senegal, Venezuela and Trinidad & Tobago.
- ii) Persons arriving from Algeria, Argentina, Brazil, Egypt, India, Indonesia, Kenya, Malaysia, Mexico, Nigeria, Peru, Senegal, Sri Lanka, Venezuela, and Zimbabwe are advised that:
 - a) They will be issued a “Health Alert” card on arrival which outlines the measures to be taken in the event of suspected illness with malaria while in Jamaica; and
 - b) If they develop a fever and/or any symptoms of malaria, they will be required to report immediately to the Ministry of Health or the Doctor on call at the hotel/residence.
- iii) Importation of plants, fresh fruits, meats and vegetables need an official phytosanitary certificate. Inquiries must first be made through the Organising Secretariat stating the type and quantities of each item to be imported.
- iv) **Live animals are not allowed entry into Jamaica.**
- v) If any of the persons staying at the Halls of Residence on the University Campus suffers from any food allergies, please advise the Secretariat on Registration.

MEDICAL ASSISTANCE IS AVAILABLE THROUGH THE RECEPTION DESK AT YOUR HOTEL/RESIDENCE

11. IDENTIFICATION

All participants will be issued with special identification badges. All other conference secretariat staff, non-participant and administrative staff will be issued with special identification cards allowing access to the Meeting sites and hotels. Media representatives will be issued with press cards that will be used as identification cards.

All delegates are requested to cooperate by displaying their badges at all times, including off-site activities.

12. INSURANCE

The organizers will not accept any liability for personal injuries, nor for loss of or damage to personal belongings. Please check the validity of your personal insurance. You should also carry your own health insurance as medical attention can be expensive.

13. LANGUAGE

The official language of Jamaica is English, but the Jamaican “patois” – a combination of several languages – is spoken throughout the island.

14. MEALS AT THE CONFERENCE

All delegates will be responsible for their own meals. Approximate cost for three (3) meals each day is US\$25

15. OPENING CEREMONY

The Opening Ceremony will take place at Emancipation Park, on Sunday, August 2, and will be open and free to all delegates, their accompanying guests and other specially invited guests.

16. PRE/POST MEETING TOURS

Information regarding off-site tours, golf etc., will be available from the Conference Secretariat. A list of available tours – pre Conference, during the Conference and post Conference - will be posted on the website and further distributed before the Conference. All participants and their guests will be able to sign up for the tours they require, once they have registered at the Conference site.

17. RECEPTION AT THE AIRPORT ON ARRIVAL AND DEPARTURE

- i) A local liaison officer will meet all officials, delegates and specially invited persons on their arrival at the Norman Manley airport in Kingston.
- ii) In order to facilitate arrivals, participants are requested to complete Appendix (1) - “Travel Arrangements” and submit to the Organizing Secretariat no later than April, 2009. Any subsequent changes in travel arrangements should be notified to the Organizing Secretariat
- iii) Baggage identification tags will be sent in advance to all delegates as soon as they have registered. To facilitate identification and clearance, all delegates are requested to prominently display these identification tags on their baggage.

- iv) Departure arrangements will be the same as that which applied on arrival, provided final travel plans are notified to the Liaison Desk before the end of the meeting. A special reconfirmation desk will be provided for the convenience of participants.

18. REGISTRATION

Registration information and a registration form for delegates to complete will be posted separately on this website.

19. TELEPHONE CALLS

Local and world talk phone cards are available at The Secretariat. Phone Booths are located around the University grounds and at the Edna Manley College of the Visual and Performing Arts.

20. TIME

Jamaica is on Eastern Standard Time. GMT minus 5.

21. TRAVEL DOCUMENTS

All travelers to Jamaica should have a valid passport which has at least six (6) months validity remaining.

22. TRANSPORTATION

- i) A shuttle bus service will be provided for delegates to and from hotels and residences to the Conference sites and for those attending special events.
- ii) Participants requiring additional transportation should notify the Secretariat.

23. VISAS

Members from Commonwealth countries do not usually need visas, with the exception of Nigeria, India and Sri Lanka. Participants from India will need to submit their passport information, address and dates of travel and Jamaica will send the required authority to British Airways to accept them on the flight.

Participants from Colombia and Honduras may apply to the Hon. Jamaican Consulate in Bogota and Tegucigalpa respectively.

Participants who are unsure of their countries' visa requirements with Jamaica should contact the Secretariat for specific information.

daCi Conference, Kingston Jamaica, August 2-9, 2009

TRAVEL ARRANGEMENTS BY COMMERCIAL CARRIER

COUNTRY Group:

No. of Persons in Delegation: Head of Delegation: Hotel:.....

Name	Date of Arrival - Kingston	Estimated Time of Arrival	Airline & Flight No.	Date of Departure	Destination	Time of Departure	Airline & Flight No.

Baggage coordinator (if more than three (3) persons travelling on the same flight):

Prepared by:
 (Signature) (Position) (NAME IN BLOCK CAPITALS)

Date:

Please copy a separate sheet for each group from a country