

CariCOF Wet/Hurricane Season 2014

Logistics

With respect to your visit to Jamaica for the 2014 CariCOF meetings, kindly note the following:

1. ACCOMMODATION

Arrangements have been made for accommodation at the Courtleigh Hotel and Suites, Knutsford Boulevard, Kingston 5, Jamaica.

2. CONFERENCE VENUE

All meetings will be held in conference rooms at the Courtleigh Hotel.

3. GROUND TRANSPORTATION

Ground transportation will be provided from the airport to the hotel on arrival and back to the airport on departure date. The taxi driver will be holding a sign marked CIMH – CariCOF.

You will need to make payment to the taxi driver. For those sponsored by the CariCOF programme, provide the receipt to us for reimbursement.

Fares: US\$ 35 up to two persons. More than two persons pay US\$ 15 each.

Please note we will be taxi pooling according to the travel times. Those not sponsored through the CariCOF programme, please submit your travel itinerary to Mrs Andrea Applewhaite (aapplewhaite@cimh.edu.bb).

4. MEALS

Hotel breakfast is complimentary, lunch will be provided on each day of the conference and a dinner allowance will be provided, for all participants funded by the CariCOF programme.

5. PER DIEM

Subsistence allowance will be distributed on the first meeting day for all persons funded by the CariCOF programme, on presentation of your boarding passes.

Subsistence will **NOT** be provided unless you provide your boarding passes. You will also be required to submit the boarding passes from your return trip via mail to Andrea Applewhaite at CIMH (aapplewhaite@cimh.edu.bb).

6. OVERNIGHT STAY

Participants whose itineraries include an overnight stay in Barbados due to flight schedules, will be accommodated at the Blue Horizon Hotel in Hastings, Christ Church. Ground transportation will be provided to and from the hotel and CIMH will be responsible for payment. The subsistence allowance will be provided on the first meeting day.

For those with on overnight stay in another island, you will need to make your own hotel and ground transportation arrangements and the full per diem will be provided on the first meeting day.