



23 May 2017

REGIONAL PARLIAMENTARIANS FORUM
KINGSTON, JAMAICA
30-31 MAY 2017

ADMINISTRATIVE AND LOGISTICAL ARRANGEMENTS

Dear Participant:

Thanks for accepting the invitation to attend the Regional Parliamentarians Forum, 30-31 May 2017, Jamaica. The Meeting will commence at **8:30 a.m.** each day.

The following information is provided to facilitate your attendance.

1. **VENUE**

The meeting will be convened at the following venue:

The Jamaica Pegasus Hotel
81 Knutsford Boulevard
Kingston 5
JAMAICA
Tel.: (876) 926-3691
Fax: (876) 929-0593
Email: jmpegasus@cwjamaica.com
Website: <http://www.jamaicapegasus.com>

The Meeting will be held in **Talk of the Town (17th Floor)** and participants are kindly asked to be seated by **8.20 a.m.** for a prompt start, each day.

2. **ACCOMMODATION**

Block bookings have been made at the Jamaica Pegasus Hotel for all participants for the duration of your stay in Jamaica. The cost of accommodation, inclusive of breakfast, will be paid directly to the Hotel.

The Jamaica Pegasus Hotel
81 Knutsford Boulevard
Kingston 5
JAMAICA
Tel.: (876) 926-3691
Fax: (876) 929-0593

3. **TRAVEL ARRANGEMENTS**

Participants will be provided with a round trip airline ticket from your base country to Jamaica.

4. **TRANSPORTATION FROM AND TO THE AIRPORT**

All participants will be met upon arrival at the Norman Manley International Airport and transported to the Jamaica Pegasus Hotel. The same courtesy will be extended on the date of departure from the hotel to the airport.

Additional details of the transportation services will be sent you in separate email.

5. **LUNCH**

A buffet lunch has been arranged with the hotel for efficiency in the conduct of the meeting. The cost of lunch has been deducted from your per diem.

6. **ALLOWANCE**

Participants will receive an allowance to cover the cost of dinner and incidentals.

In order to receive the allowance, you are kindly asked to submit your airline boarding pass(es) to the Finance Staff.

In addition, it is a requirement that you return all airline boarding pass(es) to the PANCAP Coordinating Unit, within one week following your return to your respective country in the envelope that will be given to you.

7. **HEALTH ADVICE**

The Government of Jamaica requires proof of YELLOW FEVER vaccination **only** if you are arriving from a country with risk of yellow fever. This does **not** include the United States. Therefore, kindly ensure that your Certificate of Vaccination for YELLOW FEVER is valid if coming from a Yellow Fever endemic country (*Guyana, Panama, Suriname, Trinidad and Tobago*).

8. **EXCHANGE RATE**

The official exchange rate for the US\$ is J\$129.60.

We look forward to a successful Regional Parliamentarians Forum.

Yours sincerely,

A handwritten signature in cursive script that reads "Dereck Springer".

**DERECK SPRINGER
DIRECTOR**