



43rd ANNUAL CONFERENCE



OF THE CARIBBEAN, THE AMERICAS, AND THE ATLANTIC REGION OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION GEORGE TOWN, GRAND CAYMAN CAYMAN ISLANDS

INFORMATION CIRCULAR NO. 1

WELCOME

The CAYMAN ISLANDS BRANCH wishes to extend a very warm welcome to all delegates, Women Parliamentarians, Secretaries, Youth Parliamentarians and Observers to the *43rd Annual Conference of The Caribbean, Americas and Atlantic Region of the Commonwealth Parliamentary Association*, to be held in George Town, Grand Cayman, Cayman Islands 15th – 23rd June 2018.

CONFERENCE COORDINATOR

Mrs Zena Merren-Chin is the Conference Coordinator. Her contact:

E-mail: cicpa@gov.ky

Telephone: 1-345 244 5608 / 1 345 949 4236

Facsimile: 1-345 949 9514

TRAVEL INFORMATION

- (1) Delegates are asked to make arrangement to fly into the **Owen Roberts International Airport** in Grand Cayman.
- (2) Baggage tags will be forwarded to Branch Secretaries. Please attach the tags to your luggage to facilitate identification of your luggage on arrival in Grand Cayman.

OFFICIAL ARRIVAL AND DEPARTURE DATES

- | | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------|
| Friday, June 15 | Delegates for CWP Regional Conference, CPA Secretary-General or Representative and Regional Secretary and Staff |
| Saturday, June 16 | Regional Executive Committee Members |
| Sunday, June 17 | Delegates/Delegation Secretaries and accompanying persons |

Monday, June 18 Official Departure Day for CWP Members
(unless attending Conference)

Tuesday, June 19 Official Arrival Day for Youth Parliamentarians

Saturday, June 23 Official Departure Day for all participants

CONFERENCE VENUE

The conference venue is the *Marriott Resort, West Bay Road, George Town, Grand Cayman*.

REGISTRATION

There will be a conference registration desk at the *Marriott Resort* and all participants are required to register there on arrival.

We would appreciate your completing the following forms (attached) to facilitate the registration process and submitting them to the Conference Coordinator within the stipulated timelines –

DOCUMENTATION	TIMELINE FOR SUBMISSION
Form 1 – <i>Acceptance of Invitation</i>	30 th March, 2018
Form 2 – <i>Biographical Data</i>	27 th April, 2018
Form 3 – <i>Travel and Accommodation</i>	7 th May, 2018

CONFERENCE SESSIONS

- i. The 11th Conference of Commonwealth Women Parliamentarians will be held in the Conference Room at the Marriott Resort, George Town, Grand Cayman on **Saturday, 16th June, 2018** and **Sunday, 17th June, 2018**.
- ii. The Regional Executive Committee Luncheon Meeting will be held on **Sunday 17th June, 2018**.
- iii. The 43th Annual Conference of the Caribbean, the Americas and the Atlantic Region of the CPA will be held at the Conference Room at the Marriott Resort, George Town, Grand Cayman from **Monday, 18th June, 2018** to **Tuesday, 19th June, 2018**.
- iv. The Annual General Meeting will be held on **Wednesday, 20th June, 2018**.

- v. The 14th Regional Youth Parliament will be held at the Cayman Islands Legislative Assembly George Town, Grand Cayman on **Friday, 22nd June, 2018.**

HOTEL ACCOMMODATION

All participants will be accommodated at the Marriott Resort, West Bay Road, George Town, Grand Cayman.

Branches are responsible for making their own reservations. The link of the online hotel reservation is: [Book your group rate for CPA 43rd Regional Conference](#)
If you are unable to access the link the phone contact is 1 345 949 0088. Please inform the hotel reservation desk that you are attending the CPA Conference in order to obtain the special room rate.

The Conference Secretariat has negotiated the following room rates per night: US\$191.00 plus 12% hotel service charge.

Room rates quoted are for single with one king size bed or double occupancy with two full size beds and includes 13% government tax, and \$50.00 hotel fee and breakfast. The extra adult charge per person is \$25.00 per person per night. A credit card will be required at the time of booking to confirm accommodations and the deadline for confirmation is the **7th May 2018.**

HOST BRANCH RESPONSIBILITIES

The CAYMAN ISLANDS BRANCH will be responsible for the following –

- Conference facilities and official documentation
- All meals taken within the official conference programme
- Social events within the official conference programme
- Ground transportation - Tour programme

PARTICIPANTS' RESPONSIBILITIES

- Airline travel to and from GRAND CAYMAN
- Hotel accommodation
- Personal expenses, including meals and drinks taken outside the conference programme; telephone calls; laundry, medical expenses. The hotel will maintain a separate account for personal incidentals. All bills must be settled upon check-out.

OBSERVERS, SPOUSES AND ACCOMPANYING PERSONS

Persons may be permitted to attend the conference in an Observer capacity, and Delegates and Secretaries are welcome to bring one spouse or accompanying person. No special provision will be made for children of any age. A nominal fee of **US\$300 per person** will be charged for Observers and spouses or accompanying persons to cover tours and other social events. This fee should be paid at registration on arrival.

Observers are responsible for all of their expenses, and personal expenses incurred by a spouse or accompanying guest will be the responsibility of the Delegate concerned.

GROUND TRANSPORTATION

The Cayman Islands Branch will be responsible for airport transfers on official arrival and departure dates and ground transportation for all official events.

DRESS CODE

- Business attire is required for all conference sessions and the *Regional Youth Parliament*
- Casual elegant dress may be worn at social events
- Casual dress may be worn on tours (swimsuits may be required)

VISA REQUIREMENTS

A Visa is required for Nationals of Jamaica who will be attending the Conference. A Visa Waiver will be issued by the Host Country to those persons attending the Conference. Persons requiring a Visa Waiver are asked to contact the Conference Coordinator for the relevant information.

CURRENCY

The Official currency of The Cayman Islands is the Cayman Islands Dollar (CI\$). United States currency (US\$) is also accepted in all hotels and in all shopping areas. The conversion rate of the Cayman Islands Dollar is US\$1.00 = CI\$.84 (approximately).

HEALTH

A team of medical personnel will be assigned to assist during the conference and at official events. There are two hospitals (public and private) situated within close proximity of the Conference venue in case of an emergency.

SECURITY

The Royal Cayman Islands Police Service will provide all necessary security measures during the Conference and other official events. There is no provision made to accommodate security personnel for individuals. If special security requirements are required, please inform the Conference Coordinator in advance of your travel. Delegates travelling with their own security personnel are asked to advise the Conference Coordinator in advance. All delegates and accompanying persons are advised to wear their conference badges at all times.

TOURS

Tour arrangements are being made and information will be provided in due course.

LIAISON OFFICERS

Liaison Officers will be assigned to all delegates attending the Conference, to assist with ensuring that delegates are kept informed of each day's events and to advise of any new information changes which may occur. Any other assistance that may be required by delegates will be addressed by the Liaison Officers.

LOSS OF LUGGAGE, CURRENCY OR PERSONAL EFFECTS

The Cayman Islands Branch will be unable to accept responsibility for any loss of luggage, currency or personal effects.

CONTACT PERSON:

Mrs. Zena Merren-Chin
Conference Coordinator

Cayman Islands Legislative Assembly
Legislative Assembly Building
33 Fort Street
George Town, Grand Cayman
Tel 1(345)949 4236/ 244 5608/ 525 3920
Email zena.Merren-Chin@gov.ky