

## Participant Arrival Information

### Venue

The Commonwealth Business Forum 2009 will be held from 23<sup>rd</sup> to 26th November 2009, in Port of Spain, Trinidad, on the Royal Caribbean Cruise Ship, "Serenade of the Seas".

### Collection of Registration Passes

#### **Registration – Commonwealth Business Forum**

All participants in the Commonwealth Business Forum 2009 must be registered by the National Secretariat for the Commonwealth Heads of Government Meeting 2009. A personal, non-transferable identification pass will be issued to each participant.

These ID passes must be visibly displayed and worn at all times in order to access official CBF sites.

#### **Collection of badges for pre-registered CBF Participants**

##### *International CBF Participants Pass Pick-Up at the Piarco International Airport*

On arrival at Piarco International Airport, pre-registered participants can pick up their passes at the airport from November 21st – November 24th, 2009. Persons must produce a valid form of identification in order to collect their badge.

##### *Local CBF Participants Pass Pick-Up at the National Stadium*

Trinidad and Tobago residents can pick up their passes at the National Stadium from November 18th – November 24th, 2009. Persons must produce a valid form of identification in order to collect their badge.

#### **Collection of badges for CBF Participants who submitted incomplete forms**

Participants who have registered for the business forum but whose registration forms were submitted with incomplete information must present valid form of identification (passport), to complete this process.

International participants may do so at Piarco International Airport while Trinidad and Tobago residents may do so at the National Stadium during the days stated above.

Please note that persons who have submitted incomplete applications can expect delays during this process.

#### **Lost or Stolen Passes**

CBF participants must report lost or stolen passes in person to the Accreditation Centre. Such persons must produce a valid form of identification in order to complete the replacement process.

### Access to Venue

Participants of the CBF will be issued a non-transferable registration badge. This badge will allow access into the cruise ship complex where the Serenade of the Seas cruise ship will be docked. Persons are advised to wear this badge at all times and to have with them the form of identification supplied while registering. Persons who are staying on the cruise ship will be given a special key which will allow access onto the ship.

International participants staying at locations other than the ship as well as participants who are Trinidad and Tobago residents will be given a daily pass in order to board the ship.

## **Transportation to the forum venue**

### **International Participants**

Shuttle Services from Piarco International Airport will be provided to only those participants who will lodge on board the 'Serenade of the Seas'.

Participants who would be staying at hotels will be requested to obtain personal transport to either the Hasely Crawford Stadium, located on Wrightson Road, or NIPDEC's Parkade, located on the corner of Queen and Edward Streets, Port of Spain where shuttle services can be accessed to the CBF venue.

### **Trinidad and Tobago Participants**

For domestic participants, parking areas would be available at NIPDEC's Parkade and The Hasely Crawford Stadium where shuttle services will then be provided to the CBF venue.

Complimentary shuttle services will be provided to participants from 20th–30th November through the following routes;

- Dock Road/Airport North Terminal
- Dock Road/Movie Towne/National Stadium
- Dock Road / Downtown Port of Spain / NIPDEC's Parkade / Media Centre
- Shuttle services will be operational from 07:00 to 23:00 hours.

## **Accommodation**

Accommodation for international participants is available on the 'Serenade of the Seas' Cruise Ship where the Commonwealth Business Forum will be held. Participants would have secured accommodation online through the Commonwealth Business Council (CBC) Registration Process.

On arrival at Terminal 1 (Cruise Ship Complex) participants would proceed to Passenger Check-In desk where they would collect their room keys and fill in other check-in documents. Participants would then proceed through Terminal 1 with their room key and exit to ship. On embarking the ship, participants' room key would be logged and a photo will be taken of the participant for the ship's records. Subsequent to this participant may proceed to room or to the Guest Relations Desk on board the ship to establish their Onboard Expense Account. All participants must settle their Onboard Expense Account before disembarking the ship.

It should be noted that the ship will be accessible from November 23, 2009 at 07:00 hours. All individuals who arrive to Trinidad prior to the 23<sup>rd</sup> will be required to arrange for alternative accommodation.

International participants who have chosen to stay at alternative locations as well as participants who are residents of Trinidad and Tobago should refer to the section on transportation for information on getting to/from the CBF venue.

## **Security**

The Government of the Republic of Trinidad and Tobago will provide security at all events, venue and activities during CBF 2009.

All participants and invited guests will be required to pass through security check points at designated access control centers to CBF venues.

Personal bags, parcels, mail, computer and other electronic equipment will be screened using walk through and X ray metal detectors before they are allowed into any conference venue on board the cruise ship.

## **Information Support**

### **International Participants**

A CBF Help Desk will be available at Piarco International Airport from Saturday 21<sup>st</sup> November to Thursday 26<sup>th</sup> November to assist CBF participants on arrival. This help desk is intended to confirm international participants who are registered for the CBF; to distribute event schedules, packages; update information; and offer general assistance regarding registration, accommodation and transportation.

Should a problem arise with a participant's badge, an Accreditation Centre would be available at the Airport to facilitate any required changes.

Participants arriving prior to Saturday 22<sup>nd</sup> November, the CBF Help Desk would be inaccessible and are advised to collect all necessary CBF items at Hasely Crawford Stadium. It should also be noted that the cruise ship will not be accessible until Monday 23<sup>rd</sup> November. Therefore all individuals who arrive prior to this date will be required to arrange for alternative accommodation until the 23<sup>rd</sup>.

### **Local Participants**

A CBF Help Desk will also be available at the Hasely Crawford Stadium, Port of Spain between the 18<sup>th</sup> and 24<sup>th</sup> November. This help desk is intended for domestic participants only and will serve to confirm that local Speakers, VIPs and Delegates are registered for CBF; and distribute Passes.

Should a problem arise with a participant's badge, an Accreditation Centre will be set up at the Hasely Crawford Stadium. Participants are kindly asked to approach these desks to rectify any problems that may occur on arrival.