



**The Thirteen WMO Symposium on Education and Training
(SYMET-XIII) 30 October – 1 November 2017
and
Quadrennial Meeting of Directors of WMO Regional Training
Centres (RTCs), 2 November 2017**

Bridgetown, Barbados

LOGISTICAL INFORMATION NOTE FOR PARTICIPANTS

VENUE AND ACCOMMODATION

The "The Thirteen WMO Symposium on Education and Training (SYMET-XIII) 30 October – 1 November 2017 and the Quadrennial Meeting of Directors of WMO Regional Training Centres (RTCs)" will be held in Barbados at the:

Hilton Barbados Resort

Needham's Point

St. Michael

Barbados

Tel: +1 246 426-0200

Website: <http://www.hiltonbarbadosresort.com>

HOTEL RESERVATION

A block of rooms has been reserved at **the Hilton Barbados Resort** for a negotiated daily rate of US \$ 129.00 excluding all taxes for both single and double occupancy. Breakfast is available at US\$25.50 per day. The total cost per night including breakfast and all taxes would be US\$177.00. Lunch will be provided on each meeting day **Please note that the deadline for making room reservations and qualifying for this price is October 15, 2017**. After this date, there is no guarantee for room availability for last-minute-participants. All participants are highly encouraged to stay in this hotel, where all events will take place.

Please note that free WIFI access is available in **the Hilton Barbados Resort** guest rooms, lobby and conference rooms

Hotel Reservation for participants financially supported by WMO:

For participants supported by WMO, hotel reservation will be directly made by WMO upon receipt of the "Request for Financial Assistance" (RFA) form. Cost of room, and lunch will be covered by WMO. Each participant, funded by WMO, will receive a lump sum to cover breakfast, dinner, and pocket money. This lump sum will be provided in advance upon receipt of the Request for Financial Assistance (RFA). For your information, no payment will be made through UNDP offices, please insure to provide us with your bank details well in advance. Each participant need to have funds to cover travel and any day before the event. If you have any special dietary needs, please notify us in writing specifying the nature of your need.

Hotel Reservation for participants NOT financially supported by WMO:

Participants, who are NOT financially supported by WMO should make their own hotel reservation directly with **the Hilton Barbados Resort**. Events Manager, Natalie Clarke, will be your main

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contact going forward. Natalie can be reached directly at (246) 434-5708 or via email at natalie.clarke@hilton.com. In order to qualify for the negotiated daily rate of **US\$ 129.00 excluding taxes**, when you make your reservations, please refer to *"WMO/SYM-117 Meeting, 30 October to 2 November 2017"* to qualify for the quoted rates. For information, you are advised to copy this reservation to WMO Secretariat at tra@wmo.int.

CIMH is a tax exempt organization, and as such we can offer to make payment to the hotel for all participants so that they can avail of the tax free cost. For those participants not sponsored by WMO and intending to take advantage of this offer, we are requesting them to transfer funds to cover your hotel stay (in this case US\$129.00 per night or US\$154.50 per night inclusive of breakfast) to CIMH on or before **September 30th, 2017** so that we can make your reservation. We will not be able to make a reservation for you unless the funds are received by that date.

If you choose to book directly with the hotel, please do not forget to request a confirmation number. Please note that for individuals taking advantage of the group booking arrangement, reservations need to be canceled 14 days prior to arrival to prevent a two (2) night room charge penalty. Individuals who book separate of the group arrangement will be required to terminate their booking seven (7) days prior to the date of arrival to prevent a two (2) night room charge to their credit card.

If you have any special dietary needs, please notify the hotel in writing specifying the nature of your need.

If you are not planning to stay at this hotel, please provide your hotel information to WMO Secretariat to Ms. Corrine Chiavenuto-Castrignano at tra@wmo.int upon confirmation of your reservation.

TRANSPORTATION

Persons notifying the local coordinator of their travel arrangements will be picked up at the Grantley Adams International Airport and transported to the Hilton Barbados Resort. Return transportation will also be provided. Participants should provide their travel itinerary at least two days before their arrival in Barbados. However, in case of problems at the airport, please, call either the CIMH at tel. +1246-425-1362/63/65 during working hours (8:00 am to 4:00 pm), the Principal at +1246-231-3456 (after hours) or Ms. Sueanne Clinton at +1246-243-8290, sclinton@cimh.edu.bb (after hours).

Participants who wish to make their own travel arrangements can use the designated taxi service at the airport. This service is available at the kiosk immediately outside the arrival hall. All taxis are clearly marked with the logo of the Airport Taxi Association.

Public transportation (buses and mini-vans), costing BDS \$2.00 is available from bus stops within 2 minutes walking distance from the hotel. Public taxis are also available around the island, with the nearest taxi stands being Bridgetown and Rockley. Taxis do not have meters but fares are regulated by the Government. Listings are available from the Tourist Office. Please ask the price before travelling and kindly note that rates may vary if a group is being transported.

Participants are asked to plan their travel to Grantley Adams International Airport for departure, bearing in mind that check-in for international flights is 3 hours prior to departure and for regional flights check-in is required 90 minutes before departure.

ENTRY VISAS

Participants will be responsible for arranging their visa requirements; however generally, entry visas are not required for short stay visitors to Barbados. To find out if you may need a visa, please check the following webpage: <http://www.foreign.gov.bb/UserFiles/File/VISA%20info2.pdf>. The CIMH will provide assistance with securing visas to enter Barbados.

Information Note for Participants

LANGUAGE in BARBADOS

The official language in Barbados is English.

The Symposium will be held in English with simultaneous interpretation into French, Spanish and Russian.

WMO INSURANCE POLICY FOR PARTICIPANTS FUNDED BY WMO

The Symposium organizers cannot accept liability for personal injuries sustained, or for loss of, or damage to, property belonging to conference participants or their accompanying persons, either during or as a result of the Symposium. Participants are advised to arrange for insurance to cover medical, travel, and personal effects while attending the meetings.

"In the case of non-staff members of the Organization who are authorized to travel at its expense and/or who are receiving a daily subsistence allowance, the WMO accepts limited responsibility for compensation in the event of death, illness or injury attributable to attendance at meetings or the performance of services on behalf of the Organization. These persons are therefore fully responsible for any expenses incurred as a result of events which are not attributable to attendance at meetings or the performance of services on behalf of the Organization and for arranging such life, health and other forms of insurance as they consider appropriate."

CURRENCY AND BANKS

The official unit of currency is the Barbados dollar (BDS). However, US dollars are widely accepted on the island. Foreign currency facilities are available at the Grantley Adams International Airport. In addition, foreign exchange facilities are located at the banks, in the capital, Bridgetown, as well as along the main south coast artery. Banks are generally open from 8:00am until 3:00pm from Monday to Thursday and 8:00am until 5:00pm on Friday. Banks you will encounter along the south coast include:

- First Caribbean International Bank
- RBTT
- Royal Bank of Canada
- Bank of Nova Scotia

1 US Dollar = 1.980 Barbados Dollar

1 Barbados Dollar (BBD) = 0.4900 US Dollar (USD)

1 Euro = 2.334550 Barbados Dollar (approximately – daily fluctuation)

1 Barbados Dollar (BBD) = 0.428357 Euro (EUR) (approximately – daily fluctuation)

TIME ZONE

Time zone GMT/UTC -4

WEATHER IN BARBADOS IN NOVEMBER

Both temperatures and rain begin to fall during the month of November in Barbados, marking the end of the off-season for travel. Most chances of severe weather should be completely gone by the end of the month, and, while the dry season should be setting in across the Caribbean, Barbados tends to experience a bit more wet weather than usual. The average October/November climate in Barbados is:

Mean precipitation:	145 mm
Mean humidity:	81 %
Mean max. temperature	30° C
Mean temperature	27° C
Mean min. temperature	23° C
Rainy days	22

OTHER INFORMATION

Information Note for Participants

About Barbados:	http://www.barbados.org
Electrical Voltage:	The electrical current in Barbados is 110 volts.
Handicraft shopping:	Pelican Craft Village, Bridgetown (also a number of shops in Quayside Centre and Greater Bridgetown)
General Shopping:	Those in close proximity to the hotel include: Cave Shepherd, Bridgetown Cave Shepherd, Worthing Quayside Centre, Rockley Hastings Plaza, Hastings Sheraton Mall, Sargeant's Village, Christ Church
Restaurants:	Those in close proximity to your hotel (walking distance – 10 minutes or less) include:
Just Grillin Quayside Centre Rockley Christ Church	Naru Restaurant The Shak Shak Complex Hastings Christ Church
Tapas Restaurant Hastings Christ Church	Chambers Restaurant & Wine Bar Skeetes Hill Christ Church

For a more extensive list of restaurants on the island visit <http://www.barbados.org/orestname.htm>

HEALTH AND SAFETY

Ambulance: 511	Police: 211
Fire brigade: 311	<u>Medical Clinics Nearby</u> Elcourt Clinic , Maxwell, Christ Church Tel: +1246-428-9452 Hours of Operation: 8:00 AM to 10:00 PM FMH Emergency Medical Clinic , 4A 3rd Ave Belleville, St Michael Tel: +1246-228-6130 Hours of Operation: 8:00 AM – 12:00 AM Diagnostic Clinic , Beckles Road, St. Michael Tel: +1246-426-5051 or 1-246-426-5053 Hours of Operation: 7:00 AM to 4:00 PM Queen Elizabeth Hospital , Bridgetown, Barbados Hours of Operation: 24 hours every day

Information Note for Participants

TIPPING

A few simple guidelines can simplify the tipping customs of Barbados.

Restaurants

In Barbados, many restaurants will add a percentage of gratuity to the bill, especially for larger groups. You'll need to check for this to make sure you're not tipping twice. If the tip is not already included, 10 to 15 percent is customary, although more is certainly allowed at your discretion if you feel that your service was particularly good, or that more of a tip is warranted for other reasons.

For bartenders, the customary tip is USD \$1 per round of drinks unless the order was particularly large or time consuming, in which case more may be deserved.

Hotels

Most hotels on Barbados add a service charge to the final bill, so do not be surprised to see the extra charge when you check out. It is generally 10 percent. Maids should be tipped USD \$2 per room per day, and bellhops \$1(USD) per bag.

If staying in an all-inclusive resort, check with your resort's policies. Although many resorts encourage you to tip their staff, most all-inclusive strictly prohibit it.

Taxis

Taxis are not metered in Barbados, but the government regulates fixed rates, which tend to hover around USD \$20 per hour. Visitors are advised to settle on a fare before taking a taxi and should also negotiate with the driver to determine whether the quoted price is in Barbadian or U. S. dollars. Taxi drivers customarily receive a 10 percent tip, and USD \$1 per bag is appreciated if they handle luggage for you.

Porters at airports also appreciate USD \$1 per bag tip for handling luggage.

Taking a few moments to familiarize yourself with the standard of tipping on the island will help ensure that your vacation runs smoothly once you arrive in Barbados.

WMO FOCAL POINTS**WMO Secretariat (Geneva, Switzerland)**

Dr Patrick Parrish (**Programmatic issues**)

Chief, Training Activity Division

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Ms C. Chiavenuto-Castrignano (**Logistical issues**)

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CIMH

Dr. David Farrell (**Programmatic issues**)

Principal

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Ms. Sueanne Clinton (**Logistical Issues**)

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Mrs. Andrea Applewhaite (Reservation Issues)

Administrative Officer

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