

Convention on Biological Diversity

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**CAPACITY-BUILDING WORKSHOP FOR CARIBBEAN
SMALL ISLAND DEVELOPING STATES TOWARDS
ACHIEVING AICHI BIODIVERSITY TARGET 9**
Kingston, Jamaica, 18-22 September 2017

INFORMATION NOTE FOR PARTICIPANTS

Prepared by the Ministry of Economic Growth and Job Creation of Jamaica

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INFORMATION PROVIDED BY

THE MINISTRY OF ECONOMIC GROWTH AND JOB CREATION, JAMAICA

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Ministry of Economic Growth and Job Creation

CAPACITY-BUILDING WORKSHOP FOR CARIBBEAN SMALL ISLAND DEVELOPING STATES TOWARDS ACHIEVING AICHI BIODIVERSITY TARGET 9

Kingston, Jamaica
18 - 22 September 2017

LOGISTICAL INFORMATION FOR PARTICIPANTS

1. WORKSHOP VENUE

Courtleigh Hotel and Suites
Knutsford Boulevard
Kingston 5, Jamaica
Tel: + 1 876 929-9000
Website: <http://courtleigh.com/>

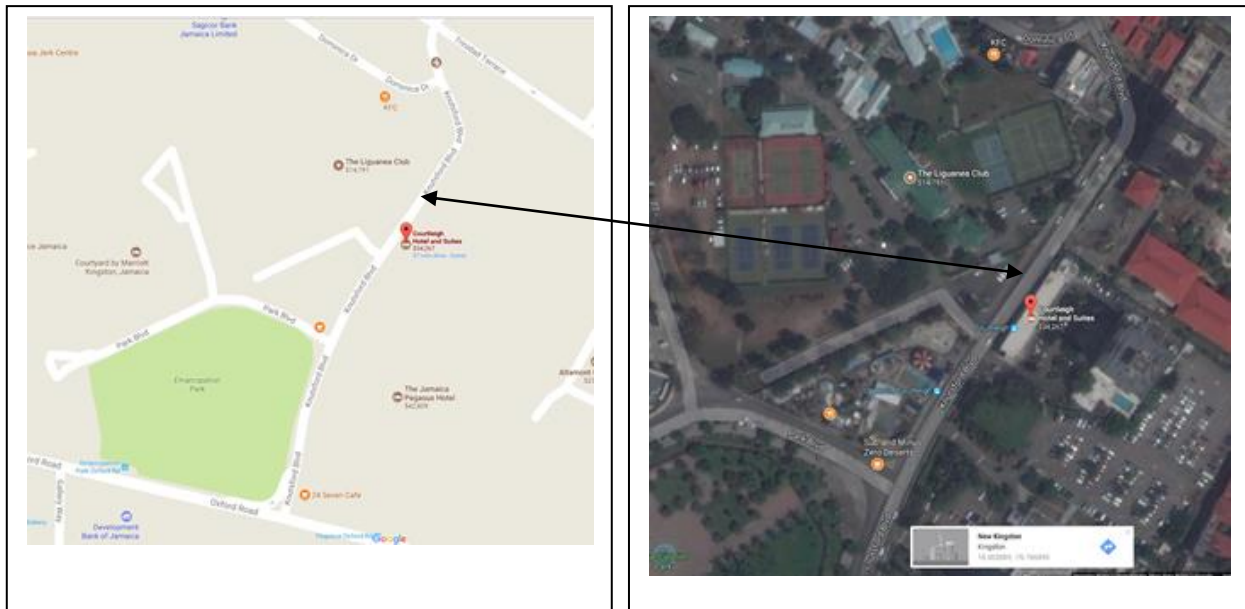


Figure 1. Google Maps Image of Workshop Venue and Accommodations

The workshop will be held at the Courtleigh Hotel and Suites which is located on Knutsford Boulevard across from the entrance to The Liguanea Club and Avis Rent a Car (see link for directions <https://goo.gl/maps/stJshbTRKM2>).

2. EVENT

The workshop will commence at 0930 hours on Monday, 18 September 2017.

Language

The workshop will be conducted in English.

Host Country Contact Persons:

Gillian Guthrie (Ms.)
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3. ARRIVAL AND TRANSPORTATION

Passport

Everyone travelling to Jamaica must present a valid and approved travel document as evidence of their identity and nationality. The most common and preferred travel document is a passport, but other types of travel documents may also be accepted. Further information may be accessed here: <http://www.pica.gov.jm/immigration/general-immigration-information/requirements-for-travel-to-jamaica/>

Visa Arrangements

Visas or any documents necessary for travel are the participant's responsibility, and should be obtained prior to departure. Participants should check with the Jamaican Embassy in their country to confirm visa requirements and are responsible for any fees or other costs related to their visa procurement.

Vaccinations

Participants from yellow fever affected countries are required to have up to date vaccinations and will be required to present proof of vaccinations, failing which entry to Jamaica may be denied.

Insurance

Participants are encouraged to make arrangements for health and travel insurance coverage, if so desired.

Transportation from the Airport

Kingston is serviced by the Kingston - Norman Manley International Airport (KIN/MKJP) which is approximately 19 kmS outside the city centre.

Taxis are available at the airport. The cost for transportation is approximately US\$35. Participants are encouraged to utilize authorized taxis only.

4. INFORMATION ABOUT JAMAICA

Voltage

Outlets are wired for 110 volts, 50 hz (cycle). The plugs are as shown in the illustrations below:



Weather

Average temperatures during September in Kingston, Jamaica, will range between 29°C (84 °F) and 32°C (90°F); however temperatures up to 34°C may be experienced. The weather is humid and tropical.

Currency and Transactions

The currency in Jamaica is the Jamaican Dollar and the exchange rate is US\$1.00 =J\$128.55 (when converting to Jamaican currency) as at 12 July 2017. Foreign currency may be exchanged at the airport, some hotels, banks and authorized money exchange shops. A limited number of vendors accept US Dollars. Major Credit Cards are accepted island-wide.

Opening Hours:

- Businesses: 0900 to 1800 hours, Mondays - Fridays. Some supermarkets are open until 2000 hours.
- Banks: 0800 to 1500 hours. ATMs are usually available 24 hours
- Government Offices : 0830 to 1700hours

Important Telephone Numbers and Useful Links

- Emergencies: 119
- Telephone Directory Assistance: 400
- Norman Manley International Airport +876 924-8452-6; toll free from Jamaica 1-888- 247-7678
- Contact information for airlines serving the Norman Manley International Airport: http://www.nmia.aero/airline_information
- The Jamaica Tourist Board : <http://www.jtbonline.org/jtb/>
- The Ministry of Economic Growth and Job Creation: <http://www.megjc.gov.jm/>

5. ADDITIONAL INFORMATION

Transportation around Kingston

Requests can be made at the Front Desk of the Courtleigh Hotels and Suites for a taxi. Fees vary depending on your intended destination. Participants are encouraged to utilize authorized taxis only.

INFORMATION PROVIDED BY THE CBD SECRETARIAT

6. DOCUMENTS

Pre-session documents will be available, in due course on the Secretariat's website at:

<https://www.cbd.int/doc/?meeting=IASWS-2017-01>.

Participants are kindly reminded to bring their own copies of the pre-session documents for the meetings as there will be no extra copies made available on site during the workshops.

7. PAYMENT OF THE DAILY SUBSISTENCE ALLOWANCES (DSA)

The relevant portion of the Daily Subsistence Allowance (DSA) will be paid to funded participants on the first day of the workshop. Funded participants are asked to present their passports which will be photocopied and returned to them.

8. ACCOMODATION S AND HOTEL INFORMATION

A block booking has been made at the Courtleigh Hotel (workshop venue) on behalf of all funded participants according to your flight arrangements. Any additional hotel services such as international calls, room service, bar, laundry, local transportation, additional meals etc. must be paid upon check out. Coffee-breaks and lunches will be provided.

Self-funded participants may avail themselves of the block booking by contacting the Secretariat. Kindly send your booking request with your required dates to fabiana.spinelli@cbd.int and mention the name of the meeting.

9. DISCLAIMER

The CBD Secretariat disclaims all responsibilities for medical, accident and travel insurances, for compensation for death or disability compensation, for loss of or damage to personal property and for any other losses that may be incurred during travel time or the period of participation. In this context, it is strongly recommended that participants will secure international medical, accident and travel insurances for the period of participation prior to departure.
