



# Welcome Participants

Forum Europe Limited (Forum Global), Caribbean Telecommunications Union (CTU) and the Telecommunications Authority of Trinidad and Tobago (TATT) welcome you to the **2nd Caribbean Spectrum Management Conference and co-located events at the Hyatt Regency Trinidad, Port-of-Spain, Trinidad and Tobago, Monday 12th May to Friday 16th May 2025.**

## Week at a Glance:

- 12<sup>th</sup> May 2025 - 10<sup>th</sup> CTU Caribbean ICT Regulators Forum (closed meeting; for regulators only)
- 13<sup>th</sup> - 14<sup>th</sup> May 2025 - 2<sup>nd</sup> Caribbean Spectrum Management Conference
- 15<sup>th</sup> - 16<sup>th</sup> May 2025 - Spectrum Management Task Force Meeting and Workshop

These meetings will be held at the **Hyatt Regency, Port of Spain, Trinidad and Tobago.**

Note: Each Meeting had its own registration. For logistics it is highly encouraged that you register early.

# Accommodation



## Hyatt Regency

Room Rates w/ Breakfast:

Single: USD 159.00 + 21.55% tax  
Double: USD 189.00 + 21.55% tax

Book Code: 227988

[Book Now](#)



1 Wrightson Road  
Port of Spain, Trinidad and Tobago



+1 868 623 2222



[Hyatt | Select Room](#)



<https://www.hyatt.com>



## Radisson Hotel

Room Rates w/ Breakfast:

Single: USD 139.00 + tax  
Double: USD 159.00 + tax

[Book Now](#)



Wrightson Road  
Port of Spain, Trinidad and Tobago



+1 868 625 3366 ext 6804



[dsolomon@rposthotel.com](mailto:dsolomon@rposthotel.com)



[www.radisson.com/trinidad](http://www.radisson.com/trinidad)



**Recommended & Preferred hotel**

**Shuttle services will be provided to and from the following hotels to the Hyatt Regency for meetings and events.**



## Kapok Hotel

Room Rates w/ Breakfast:

Single: USD 122.00 + tax

Double: USD 159.00 + 21.55% tax

Cut off Date: 15 days before arrival

**Book Now**



16-18 Cotton Hill Rd,  
Port of Spain, Trinidad and Tobago



+1 868 622 5765



stay@kapokhotel.com



<https://kapokhotel.com/>



## Hilton Hotel

**Book Now**



Lady Young Road  
Port of Spain, Trinidad and Tobago



+1 868 624 3211



[Hilton Hotel](#)



**Guarantee Policy:** A valid credit card is necessary to guarantee a reservation. One hundred percent of the first night may be charged after booking.

**Cancellation Policy:** All reservations must be cancelled at least 48 hours prior to arrival, or a penalty of 1-night stay plus tax will be charged.



# Other Transportation

**Participants will be responsible for booking their airport to hotel transfers.**

**A transportation information desk is available in the Customs and Departure areas of the airport.**

## **Private Transportation Options**



- Download the FREE TT RideShare Rider App from Google Play or the IOS App Store on your smartphone. Use your phone number or Facebook Login to create an account. You will be required to verify your account with your ID and picture.
- Choose your pickup location and your destination and press get fare estimate to see the price, then press the request ride button.
- Once the ride is picked up, you will see the driver's name, his number plate and their estimated arrival time to pick you up.



- DeliverMe TT Taxi app is available for download from the Google Play Store and IOS App Store. Users can register by entering a valid mobile number or signup via an active Facebook account. Always enter and verify with a valid email address.
- Upon registering with your active email address, approve the email by checking your inbox or spam folder. Once verified, your receipts will be billed to you.



- Make a toll-free call to order your ride, or order with the app to check out your driver.
- With the DROP app, you can see photos of your driver and their car, the car's registration number, and track their distance on your phone.

## **Public Maxi and Taxi Service**

The public transportation system comprises buses and maxi taxis (colour-coded mini-buses) operating along designated routes. Taxicabs and car hire services are also available at hotels and the airport.

# General Information

**Lunch and coffee breaks will be provided throughout the event. Transportation will be provided daily to and from your hotel and to social events.**

<b>Dress Code</b>	Formal or casual attire is acceptable for most meetings and events. However, formal attire is recommended for the plenary sessions. A lounge suit is acceptable for the VIP Dinner, and casual attire is appropriate for the Cultural Event.
<b>Special Requirements</b>	To ensure their specific needs can be accommodated, delegates with allergies, accessibility and/or other unique requirements should contact the various hotels before making reservations.
<b>Language</b>	The official language in the Republic of Trinidad and Tobago is English. The meeting will be conducted in English.
<b>Weather</b>	Trinidad and Tobago's southerly location keeps temperatures tropically consistent year-round, with a daily average of 27°C (80°F). The rainy season (June to November) and the dry season (December to May) are the major weather variations.
<b>Time Zone</b>	Atlantic Standard Time, the time zone in Trinidad and Tobago (GMT-4)
<b>Telephone Country Code</b>	+1(868)
<b>Medical Emergency Services</b>	Dial 811
<b>Police Emergency Services</b>	Dial 999
<b>Fire Emergency Services</b>	Dial 990

# General Information

<b>Currency</b>	<p>The unit of currency is the Trinidad and Tobago Dollar TTD. Both United States Dollars and Major Credit Cards are widely accepted.</p> <p>To check up-to-date exchange rates, please visit the Central Bank of Trinidad and Tobago website at <a href="https://www.central-bank.org.tt/statistics/data-centre/exchange-rates-daily">https://www.central-bank.org.tt/statistics/data-centre/exchange-rates-daily</a>.</p> <p>Bureau de change operators are available at the airport and throughout the country. ATMs are also widely available throughout the country.</p>
<b>Business Hours</b>	Government offices: 8:00 a.m. to 4:00 p.m., Monday to Friday.
<b>Banks</b>	Monday to Thursday - 8:00 a.m. - 2:00 p.m. Friday - 8:00 a.m. - 1:00 p.m. and 3:00 p.m. - 5:00 p.m. and Monday to Friday, 10:00 a.m. to 5:00 p.m. at mall locations.
<b>Shops</b>	The opening hours of most shops are from 8:00 a.m. to 5:00 p.m., Monday to Saturday. Most shops are open from 8:00 a.m. –2:00 p.m. on Sundays.
<b>Voltage</b>	110V / 60 Hz (same as USA) Type A North American/Japanese 2 Blade Type B American 3-Pin
<b>Tourist Information</b>	The following websites provide tourist information for Trinidad and Tobago: <a href="http://mtca.gov.tt/">http://mtca.gov.tt/</a> and <a href="https://www.facebook.com/TourismTT">https://www.facebook.com/TourismTT</a>

For more information on the logistics of the meeting, please contact  
Ms. Candace Simmons: [csimmons@tatt.org.tt](mailto:csimmons@tatt.org.tt)

or



Ms. Sherry McMillan: [smcmillan@tatt.org.tt](mailto:smcmillan@tatt.org.tt).