

## **The Caribbean Regional Climate Outlook Forum (CariCOF)**

**Castries, St. Lucia**

**May 27<sup>th</sup> – June 02<sup>nd</sup> 2015**

### **Logistics**

Dear Participant,

With respect to your visit to St. Lucia for the 2015 Wet Season CariCOF Conference, kindly note the following:

#### **1. ACCOMMODATION**

Arrangements have been made for accommodation at the Bay Gardens Hotel and the Bay Gardens Inn, Rodney Bay, Gros Islet, Castries, St. Lucia. CIMH will make payment directly to the hotel.

#### **2. CONFERENCE VENUE**

All meetings will be held in conference rooms at the hotel.

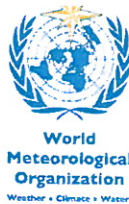
#### **3. GROUND TRANSPORTATION**

Ground transportation will be provided from the airport to the hotel on arrival and back to the airport on departure date. The taxi driver will be holding a sign marked CIMH – CariCOF.

You will need to make payment to the taxi driver.

Airport transfer rates are as follows:

- From the George F.L Charles Airport to the Bay Gardens Hotel US\$12 .00 per person subject to 15% VAT One Way.



- From the Hewanorra International Airport to the Bay Gardens Hotel US\$22 .00 per person subject to 15% VAT One Way.

Pickup time from the hotel on your departure date is two and a half hours before your scheduled flight time.

#### 4. MEALS

Hotel breakfast is complimentary, lunch will be provided on each day of the conference and a dinner allowance will be provided.

#### 5. PER DIEM

Subsistence allowance, which includes a dinner allowance, ground transportation and incidentals will be distributed on the first meeting day, on presentation of your boarding passes.

**Subsistence will NOT be provided unless you present your boarding passes.** You will also be required to submit the boarding passes from your return trip via mail to Andrea Applewhaite at CIMH.

#### 6. OVERNIGHT STAY

Participants whose itineraries include an overnight stay in another country due to flight schedules, are asked to make their own hotel and ground transportation arrangements for the overnight. Full per diem will be provided on the first meeting day to cover these costs.

