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## **Building Regional Climate Capacity in the Caribbean (BRCCC) Programme**

### **F-SIAC**

**CIMH, Husbands, St. James**

**June 15<sup>th</sup> - 26<sup>th</sup>, 2015**

### **LOGISTICS INFORMATION NOTE**

Dear Participant,

With respect to your visit to Barbados next week for the F-SIAC workshop, kindly note the following:

#### **1. ACCOMMODATION**

Arrangements have been made for accommodation at the Blue Horizon Hotel, Hastings, Christ Church. CIMH will make payment on your behalf directly to the hotel.

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

All workshop sessions will be held in the Library Reading Room at the CIMH Campus, Husbands, St. James.

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

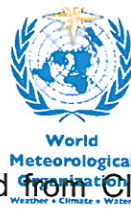
Ground transportation will be provided from the airport to the hotel on arrival in Barbados, and back to the airport on your departure date. The taxi driver will be holding a sign marked CIMH.

**NOTE: The taxi driver has requested that you contact me or Mr. Trotman before you leave your respective countries, if your flight is delayed by more than twenty (20) minutes. My cell number is (246) 236-2869, Mr. Trotman's is (246) 2307199.**



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Transportation will also be provided to and from CIMH on all workshop days. Pickup time from the hotel is 7.45 a.m. on each day of the workshop.

CIMH will make payment on your behalf directly to the provider for all ground transportation.

#### 4. MEALS

Hotel breakfast is complimentary. Lunch will be provided on each workshop day and a dinner allowance will be provided along with a lunch allowance on non-workshop days.

#### 5. PER DIEM

A subsistence allowance will be distributed on the first meeting day (Monday June 15<sup>th</sup>, 2015), **upon the presentation of your boarding pass.**

Please note that the subsistence allowance CANNOT be provided unless you provide your boarding pass. You will also be required to submit the original copy of your return boarding pass via mail to Andrea Applewhaite at CIMH.

#### 6. OVERNIGHT STAY

Participants whose itineraries include an overnight stay in another country due to flight schedules, will need to make their own accommodation and ground transportation arrangements for that night. A full per diem will be provided to cover those costs.