

**32nd Annual General Meeting**  
**31<sup>st</sup> January – 2<sup>nd</sup> February 2016**  
**Marriott Port-au-Prince**  
**République d'Haïti**  
**Co-hosted by: DIGICEL, Haiti**



## **Instructions to Participants**

<b>AGM Registration Hours</b>	<i>1:00 pm – 5:00 pm</i> <i>Saturday 30<sup>th</sup> January, 2016</i> <i>8:00am – 4:00pm</i> <i>Sunday 31<sup>st</sup> January, 2016</i>
<b>Registration Area</b>	<b>Location:</b>
<b>CANTO Secretariat</b>	<b>Location:</b>
<b>Dress Code</b>	<i>AGM Meetings - Business Attire</i> <i>Opening Ceremony –</i> <i>Closing Ceremony -</i>
<b>Opening Ceremony &amp; Cocktail Reception</b>	<i>Sunday 31<sup>st</sup> January, 2016</i> <i>6:00p.m. to 7:00p.m.</i>  <i>7:00pm-9:00pm – Cocktail Reception sponsored by</i> <b>Location:</b>
<b>Closing Cocktails</b>	<i>Tuesday 2<sup>nd</sup> February, 2016</i> <i>8:00 pm – 11:00 pm</i> <b>Location:</b>
<b>AGM Proceedings</b>	<i>1:00 pm – 6:00 pm</i> <i>Tuesday 2<sup>nd</sup> February, 2016.</i> <b>LOCATION:</b>
<b>AGM Evaluation Forms:</b>	Please complete the CANTO AGM Evaluation Form and return to CANTO staff on <i>Tuesday 2<sup>nd</sup> February, 2016.</i>

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### Committee Meetings:

#### Monday 1<sup>st</sup> February, 2016

8.00am – 10:00am	<i>Marketing and Communications Committee Meeting</i>
8:00am – 10:00am	<i>Regulations and Emerging Technologies Committee Meeting</i>
9:30am – 10:30 am	<i>Financial Advisory Committee Meeting</i>
10.30am – 12:00	<i>Disaster Recovery Planning Committee Meeting</i>
9:30 – 10:30	<i>Human Resource Committee Meeting</i>
10:30am – 12:30pm	<i>Corporate Social Responsibility Committee Meeting</i>
8:00 am – 9:30am	<i>Vendor/Supplier Committee</i>
3:00pm – 5:00pm	<i>Committee Chairs Presentation to BOD</i>

### VISA Requirements

Only Nationals of Colombia, Panama and the Dominican Republic require a visa to enter Haiti if they do not have in a valid 6-month passport a valid US, Canadian or Schengen Visa.

All other nationals must submit a passport which must be valid for six (6) months from date of entry.

### Health Entry Requirements

The Centers for Disease Control & Prevention (CDC) recommends the following Vaccination for travel into Haiti:

- *Malaria*
- *Hepatitis A*
- *Typhoid*

It is also important that travelers ensure that all routine vaccinations are up-to-date, these include *measles-mumps-rubella (MMR) vaccine, diphtheria-tetanus-pertussis vaccine, varicella (chickenpox) vaccine, polio vaccine, and yearly flu shot*

**For full details visit:**

[http://wwwnc.cdc.gov/travel/destinations/traveler/none/haiti?s\\_cid=ncezid-dgmg-travel-single-001](http://wwwnc.cdc.gov/travel/destinations/traveler/none/haiti?s_cid=ncezid-dgmg-travel-single-001)

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<b>Hotel Arrangements :</b> <i>Marriott Port-au-Prince</i>	<i>Participants are required to make their own reservations.</i>
<b>Hotel Reservation Deadline</b>	<i>The cut-off date to make reservations is 26<sup>th</sup> December, 2016</i>
<b>Shipping</b>	<p>If you are Shipping any Items for the event please ship to</p> <p>Please note that if you are shipping any promotional items a duty waiver is required and that (23 working days is needed to process same)</p>
<b>Ground Transfers:</b>	<p><b>Mandatory transportation from the international airport to the Marriott hotel is provided.</b></p> <p>Kindly provide your flight details to the CANTO Secretariat for coordination of same <a href="mailto:gmanzano@canto.org">gmanzano@canto.org</a></p>
<b>Hotel Check-in/Check out</b>	<p>The hotel's check-in time is 17.00 hours (5.00 pm) and check-out time is 13.00 hours (1:00pm). Should you require a later check-out until 19.00 hrs (7:00 pm), half the applicable rate per room will be charged. Thereafter, a full-night's rate will apply. Early check-in and late check-out requests are subject to availability, determined by the day's arrival and departure pattern of the hotel.</p>
<b>Currency</b>	<p><i>The official currency of Haiti is the Haitian Gourde (HTG).</i> <i>USD \$1 = HTG \$52.30</i></p> <p>Haitian Gourde (HTG) = 100 centimes. Notes are in denominations of 1, 2, 5, 10, 20, 25, 50, 100 and 500 Haitian Gourde. Coins are in denominations of 5, 10, 20, 50 centimes. 1, 5 gourdes.</p>
<b>Language</b>	<i>French &amp; Creole are the Official languages of Haiti.</i>

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The Digicel logo is displayed in a red, bold, sans-serif font within a black rectangular border.

**Emergency Contact Numbers**

*The local equivalent to the “911” emergency line in Haiti is 114*

*Emergency/Police : 114*

*Fire brigade : 115*

*Medical Services : 118*

**Emergency Info - US Consulate**

U.S. Embassy Port-au-Prince  
Boulevard du 15 Octobre, Tabarre 41, Tabarre, Haiti  
Open Monday - Friday  
7:00 A.M. - 3:30 P.M.

Tel: 011-509-2229-8000

Afterhours Emergencies:

011-509-2229-8122

**Safety Precautions**

Precautions must be taken when going to banks and outside of the hotel grounds. For full advisory, visit:

<http://haiti.usembassy.gov/service/us-citizen-services/travel-warning.html>