## Instructions to Participants

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

**Monday 1st February, 2016**

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

**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.

### Hotel Arrangements:
*Marriott Port-au-Prince*

Participants are required to make their own reservations.

### Hotel Reservation Deadline

The cut-off date to make reservations is 26th December, 2016

### Shipping

If you are Shipping any Items for the event please ship to

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)

### Ground Transfers:

Mandatory transportation from the international airport to the Marriott hotel is provided.

Kindly provide your flight details to the CANTO Secretariat for coordination of same gmanzano@canto.org.

### Hotel Check-in/Check out

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.

### Currency

The official currency of Haiti is the Haitian Gourde (HTG).

USD $1 = HTG $52.30

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.

### Language

French & Creole are the Official languages of Haiti.
### 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:  