

Instructions to Participants

AGM Registration Hours	<p>1:00 pm – 5:00 pm Saturday 25th January, 2014 8:00am – 4:00pm Sunday 26th January, 2014</p>
Registration Area	<p>Location:</p>
CANTO Secretariat	<p>Location: <i>Manchester Room</i></p>
Dress Code	<p>AGM Meetings - Business Attire E-Waste Consultation – Business Attire Social Events -</p>
Opening Ceremony & Cocktail Reception	<p>Sunday 26th January, 2014 6:00p.m. to 7:00p.m.</p> <p>7:00pm-9:00pm – Cocktail Reception sponsored by LIME Location: <i>Conference Centre</i></p>
Closing Cocktails	<p>Tuesday 28th January, 2014 8:00 pm – 11:00 pm Location: <i>TBD</i></p>
“Pardon the e-Waste Interruption” - Caribbean e-Waste Consultation	<p>Tuesday 28th January, 2014 8:00AM – 9:30 AM</p> <p>Take the Survey https://www.surveymonkey.com/s/KM9SYXS</p>

Committee Meetings:

Sunday 26th January, 2014

<i>11.00am – 12:00pm</i>	<i>Marketing and Communications Committee Meeting</i>
<i>9:00 – 10:00</i>	<i>Regulations and Emerging Technologies Committee Meeting</i>
<i>8:00 – 9:00 am</i>	<i>Financial Advisory Committee Meeting</i>
<i>10.00 – 11:00</i>	<i>Disaster Recovery Planning Committee Meeting</i>
<i>9.00 – 10:00</i>	<i>Human Resource Committee Meeting</i>
<i>1:00 – 2:00</i>	<i>Corporate Social Responsibility Committee Meeting</i>
<i>2:00pm – 3:00pm</i>	<i>Committee Chairs Presentation to BOD</i>

AGM Proceedings

1:00 pm – 6:00 pm
Monday 27th January, 2014.
LOCATION: *Conference Centre*

AGM Evaluation Forms:

Please complete the CANTO AGM Evaluation Form and return to CANTO staff on the 28TH January, 2014

VISA Requirements

Please check for visa requirements for entry into Jamaica via <http://www.congenjamaica-ny.org/visas/requirements-2/>

Hotel Arrangements :
Half Moon(Preferred Choice)

Participants are required to make their reservations via the link: [Hotel Reservations](#)

Or copy and paste the following link into the web browser <http://booking.ihotelier.com/istay/istay.jsp?hotelID=73987&userType=GRP>

Group Code : *577182*

Hotel Reservation Deadline

*The cut-off date to make reservations on line is **January 10, 2014.***

Hotel Rate:

HOTEL RATES: *Room rates inclusive of Taxes, breakfast and internet access are as follows:*

Single Occupancy US\$317

Double Occupancy US\$379

Reservation Procedure

1. Please click on link, select and enter group code and select update
2. Enter check in and checkout date
3. Enter number of adults (maximum 2)
4. Select continue
5. Select your room – view deposit and cancellation policy to the right before proceeding
6. Select book
7. Enter your details
8. Select complete reservation

****Note a two (2) night room deposit at the time of booking.**

Shipping

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

*CANTO 30th AGM
Vernice Dobbs
Events Manager
PH: (876) 953 2211 Ext. 6722
FAX: (876) 953 3244
vdobbs@halfmoon.com*

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:

Flight information (airline name, number and time) must be provided at the time of hotel reservation. Complete details will ensure a smooth transition to and from the airport. On arrival at the airport please proceed to the Half Moon Lounge, located in the main hall after exiting Customs. Round trip airport transfers from the Sangster international Airport in Montego Bay will be provided by Jamaica Tours Limited. The cost is US\$20 per adult and US\$12 per child (3-12 years), billing the room account accordingly.

Departure Tax

US\$27

Hotel Check-in

On arrival at the resort guests will be greeted by a Bellman and escorted to the check-in location; where a complimentary welcome rum/fruit punch will be offered. Front Desk Agents will be present to take credit card imprints from all attendees, to guarantee their incidental charges. After check-in, guests will be escorted to their respective villa and introduced to staff members.

Hotel Check out

Guests may utilize the hotel's express check-out service. Guests' folios will be delivered to rooms the night before departure for verification of all charges. A recommended departure at least 3 hours prior to the scheduled flight time is advised. Based on the flight schedule bag pull time will be coordinated with the assistance of the Belldesk.

Complimentary Breakfast

Guests will have breakfast in the comfort of the villa as prepared by the live-in cook. Each villa is stocked with breakfast items and menus. Kindly advise the cook the night before of your menu choice and requested time of breakfast; and the cook will prepare accordingly

Currency

*The currency of Jamaica is the Jamaican Dollar (JMD).
US\$1.00 = J\$105.75 (**Approximately)*

Coins:

Frequently Used: J\$1, J\$5, J\$10, J\$20, 1c, 10c, 25c

Banknotes:

Frequently Used: J\$50, J\$100, J\$500, J\$1000, J\$5000

Emergency Contact Numbers

Police: 119

Fire: 110

Ambulance: 110

Missing Persons: 119/ 1 876 927 7681