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| http://canto.org/wp-content/uploads/2016/11/uts-logo.png | BTP001 FD LOGO [SHORT_VERSION] |

**33rd Annual General Meeting**

**29th January – 31st January 2017**

**Renaissance Casino and Hotel,**

**Curaçao**

**Co-hosted by: UTS & BT&P**

**Instructions to Participants**

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| **AGM Registration Hours**  | *1:00 pm – 5:00 pm**Saturday 28th January, 2017**9:00am – 4:00pm**Sunday 29th January, 2017* |
| **Registration Area** | ***Location: Foyer*** |
| **CANTO Secretariat** | ***Location: Board Room 1*** |
| **Dress Code** | *AGM Meetings - Business Attire**Opening Ceremony – Elegant**Monday Night Cocktails – AGM T-shirt and flip flops (Beach Event) – Infinity Beach (2nd floor)*  |
| **Opening Ceremony & Cocktail Reception** | *Sunday 29th January, 2017**6:00pm - 7:00pm****Location: Salon A,B,C****Cocktail Reception sponsored by* ***UTS & BTP****7:00pm -9:00pm* ***Location:******Atrium*** |
| **Monday Night Dinner** | *Monday 30th January, 2016**6:45 pm – 9:00 pm****Location: Infinity Beach (\*Beach Layout)***  |
| **AGM Proceedings** | *1:00 pm – 5:00 pm**Tuesday 31st January, 2017* ***LOCATION: Atrium*** |
| **AGM Evaluation Forms:** | Please complete the CANTO 2017 AGM Evaluation Form and return to CANTO staff on *Tuesday 31st January, 2017*  |
| **Committee Meetings:** | ***Monday 30th January, 2017***

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| **1:00 pm – 2:30 pm** | **Technology Trends Committee Meeting -** **Salon C** |
| **2:30 pm – 4:00 pm** | **Regulations Committee Meeting****Salon C** |
| **1:00 pm – 2:30 pm** | **Disaster Risk Management Committee Meeting****Salon A** |
| **2:30 pm – 4:00 pm** | **Marketing and Communications Committee Meeting Salon B** |
| **2:30 pm – 4:00 pm** | **Human Resource Committee Meeting****Atrium**  |
| **1:00 pm – 2:30 pm** | **Corporate Social Responsibility Committee Meeting – Salon B** |
| **1:00 pm – 2:30 pm**  | **Vendor/Supplier Committee Meeting** **Atrium**  |
| **2:30 pm – 4:00 pm** | **Financial Advisory Committee Meeting****Salon A** |
| **4:00 pm – 5:30 pm** | **Presentation of Committee Chairs Report to the Salon D** |

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| **VISA Requirements**  | For a list of nationalities that do not require a visa to enter Curaçao please visit:[http://www.Curaçao.com/en/directory/plan/know-you-go/entry-requirements/](http://www.curacao.com/en/directory/plan/know-you-go/entry-requirements/) |
| **Health Entry Requirements** | The Centers for Disease Control & Prevention (CDC) recommends Up-to-date routine vaccination for travel into Curaçao:*The government of Curaçao requires proof of yellow fever vaccination****only****if you are arriving from a country with risk of yellow fever. This does****not*** *include the US. If you are traveling from a country other than the US, check this list to see if you may be required to get the yellow fever vaccine:*[*Countries with risk of yellow fever virus (YFV) transmission*](http://wwwnc.cdc.gov/travel/yellowbook/2016/infectious-diseases-related-to-travel/yellow-fever#4728)*.****For full details visit:*** [*http://wwwnc.cdc.gov/travel/destinations/traveler/none/Curaçao*](http://wwwnc.cdc.gov/travel/destinations/traveler/none/curacao) |
| **Hotel Arrangements :** *Renaissance Hotel & Casino* | *Participants are required to make their own reservations, by downloading the form available at:* [*http://canto.org/events-conferences/annual-general-meeting-agm/hotel-information*](http://canto.org/events-conferences/annual-general-meeting-agm/hotel-information) |
| **Hotel Reservation Deadline** | *The cut-off date to make reservations is 13th January, 2017* |
| **Ground Transfers:**  | *Taxis are available from Curaçao's major airport, Hato International Airport. Fates start from US$40* |
| **Hotel Check-in/Check out** | The hotel’s check-in time is 4.00 pm and check-out time is 12:00pm.  |
| **Currency**  | *The official currency of Curaçao is the*  *Netherlands Antillean guilder**US$ 1.00 = NAFl. 1.77**U.S. dollars circulate freely, so it is possible to get by using only American dollars or credit cards.*  *ATM machines can be found all over the island at major population centers and at the airport.* *To recognize an ATM machine, look for the signs “****Bankomatiko****” or “****Geldautomaat****.” Most ATMs offer the option to withdraw in local currency or US dollars.* |
| **Language** | *Dutch, Papiamento, English* |
| **Emergency Contact Numbers** | *The local equivalent to the “911” emergency line in Curaçao is 917**Police & Fire Dept: 911**Ambulance: 912**Coast Guard: 913**Long distance operator: 021**Local phone numbers: 9221**International phone numbers: 022* |
| **Emergency Info - US Consulate**  | United States Consulate General:J. B. Gorsiraweg # 1 P.O. Box 158Willemstad, CuraçaoTELEPHONE(+599) 9-461-3066FAX(+599) 9-461-6489EMAIL infoCuraçao@state.gov WEBSITE [Curaçao.usconsulate.gov](http://curacao.usconsulate.gov/) For a listing of all other Consulates in Curaçao kindly visit [https://www.embassypages.com/Curaçao](https://www.embassypages.com/curacao)  |
| **Explore**  | Kindly visit <http://www.curacao.com/en/directory/do/> for a listing of activities to explore whilst in Curacao! |