



## **DELEGATES' INFORMATION NOTE**

### **How to register**

1. Review the information below.
2. Click on the link <https://www.caribroadcastunion.org/aga53> for the registration form
3. Complete and submit the form
4. Using the link provided in the confirmation email make the applicable payment – *made possible through the kind support of the Public Media Alliance*



### **When**

The CBU 53 Annual General Assembly's official events will start on **Monday, August 15**, and end on **Wednesday August 17, 2022**.

### **Where**

The Opening Ceremony, Conference Day and Members' Plenary will take place at the **Magdalena Grand Beach & Golf Resort**. Associated activities will take place at other venues. Please refer to the Conference Programme for more information.

### **Registration**

Members of CBU and the Public Media Alliance (PMA) will benefit from discounted registration rates which will include the Fun Day Tour, Opening Ceremony and Hall of Fame Induction on Monday August 15, Conference Day and the Caribbean Media Awards on Tuesday August 16. CBU members will also be able to attend the Members' Plenary and Closing Cocktail Reception on Wednesday August 17, 2022 at no additional cost. The registration fee also includes conference bags, free Wi-Fi, lunch, and coffee breaks.

CBU Members (active) <ul style="list-style-type: none"><li>• August 15 - 17</li></ul>	USD 150
Non-Members <ul style="list-style-type: none"><li>• August 15 and 16</li></ul>	USD 200

The registration fee is waived for confirmed exhibitors, sponsors, students and invited presenters and special guests.

CBU 53<sup>rd</sup> ANNUAL GENERAL ASSEMBLY  
August 15 – 17, 2022  
DELEGATES' INFORMATION NOTE

## Accommodation

The CBU has arranged for a block booking and negotiated discounted room rates<sup>1</sup> for AGA delegates for the period **August 11 – 19, 2022** at the **Magdalena Grand Beach & Golf Resorts**.

**Address:** Tobago Plantations Estate, Lowlands, Tobago W.I.

Website: [www.magdalenagrand.com](http://www.magdalenagrand.com)

Email: [info@MagdalenaGrand.com](mailto:info@MagdalenaGrand.com)

Telephone: (868) 660-8500

Fax (868) 660-8811

ROOM	SINGLE/ DOUBLE OCCUPANCY  PER NIGHT (USD)	SINGLE/ DOUBLE OCCUPANCY  PER NIGHT (TTD)
Deluxe King	162.26	1,100.00
Deluxe Double Bed	185.86	1,260.00
One Bedroom Suite	355.35	2,409.00
Two Bedroom Suite	542.83	3,680.00

Extra Person: USD 56.64 / TTD 384.00 per person inclusive of breakfast plus taxes

Rollaway Beds: USD 18.88 / TT 128.00 per rollaway per night

### To make your hotel booking

- Contact the Reservation Department [reservations@magdalenagrand.com](mailto:reservations@magdalenagrand.com) or phone (868) 660 8800 (local) or 1 866 353 6222 (international)
- Go to the site [www.magdalenagrand.com](http://www.magdalenagrand.com) and

### The booking code for the discounted rates is 2202CBU

Reservations office hours are Monday to Friday 8:00 AM – 8:00 PM and Saturday, Sundays & Public Holidays 8:00 AM – 5:00 PM.

Check out is at 1.00 PM. Late check-out from by 3.00 PM attracts a charge of TTD 244. and between 3.00 and 6.00 pm a fee of TTD 488 inclusive of all taxes. The charge for check out after 6.00 PM is the cost of an additional night.

## Meals

Additional meal plans are available are as follows:

- Dinner Plan: MAP (Modified American Plan), add TT 320 per person per night,

<sup>1</sup> The rates quoted include: full buffet breakfast; and taxes

inclusive of all taxes and service charge.

- Lunch & Dinner Plan: FAP (Full American Plan) add TT 480 per person per night, inclusive of all taxes and service charge.

- Children up to 12 years, 50% discount on all meal plans

The Pembois Restaurant will be the main restaurant for breakfast for AGA delegates.

## Flight Arrangements

The CBU has negotiated **preferential airfare** for Assembly delegates travelling on Caribbean Airlines, **for the period August 12 – 20, 2022.**

To benefit from **the ten percent (10%) discount on tickets** book via Caribbean Airlines' website <https://www.caribbean-airlines.com> ONLY enter the Promo Code **CBUAG22**.

Please note that this concession will not apply to travel on the domestic air bridge between Trinidad and Tobago and is also applicable to fares in the Classic and Flex (Economy Class) Category ONLY.

Booking period – To benefit from the discount **all bookings must be completed by 15 July 2022**

Delegates are encouraged to plan their travel to arrive in Tobago in time for the 8.00 am start to the Fun Day on Monday August 15, 2022.

## Transfers on Arrival & Departure

### ARRIVING AT A.N.R ROBINSON INTERNATIONAL AIRPORT IN CROWN POINT, TOBAGO

Arrangements can be made for airport transfers for delegates staying at the conference hotel. These can be confirmed when making the hotel booking. Airport transfers will be TTD 100 for up to three (3) persons in a vehicle.

The journey time by car from the airport to the conference hotel is about twenty (20) minutes. Taxis are also available from the airport. The usual fare is TTD 10 for up to two (2) passengers.

A tourist information desk is located just outside the terminal building next to arrivals.

## Visas

**CARICOM passport holders are NOT subject to visa obligations** to enter Trinidad and Tobago.

Participants who are **NOT CARICOM PASSPORT HOLDERS** may be subject to visa requirements. (Please see attached list) Persons requiring a visa should contact the nearest Trinidad and Tobago Consular Office. A list can be found at the following link: [Trinidad and Tobago Embassies High Commissions](#)

CBU will provide support letters for visa applicants. To access this assistance please send a written request with scanned copy of the passport cover and ID pages to [cbuadmin@caribsurf.com](mailto:cbuadmin@caribsurf.com)

**Currency** The currency unit of the Republic of Trinidad and Tobago is the TT dollar. There are bills to the value of TTD 1.00; TTD 5.00; TTD 10.00; TTD 20.00; TTD 50.00; and TTD 100.00. UK Sterling or US dollar travellers' cheques are freely negotiable at any bank, major business place or hotel. The TT dollar floats against the US dollar and the current exchange rate is TTD 6.75 = USD 1.00. Credit cards can be used freely. The Magdalena Front Desk team will conduct currency exchange of USD or TTD at any time. NB: there is a per day exchange rate limit of USD 200.00 per day per person.

**Conference Facilities** Hotel facilities are accessible to wheelchairs. Fully adapted accommodation for disabled persons is limited. For any **special needs** – including dietary requirements - please include the information in the registration form.

**Ground Transportation & Tipping** Taxis: Are widely available and can be requested at the hotel front desk. Tipping is generally not required but is appreciated in restaurants and cafés.

**Business Hours** There is a gift shop at the hotel - Cards and Things. **Shops:** Most shops in the Tobago capital of Scarborough open 8.00 AM to 4.00 PM Monday to Saturday; and are closed on Sundays. **Banks:** Mondays to Thursdays 8.00 a.m. to 2.00 p.m. Fridays 8.00 a.m. to 1.00 p.m. and 3.00 p.m. to 5.00 p.m.

**Weather & Time Zone** Tobago has tropical weather. Over the course of the year, the temperature typically varies from 72°F to 90°F. The summer in Tobago is from June to August with temperatures that can reach 93°. The Tobago time zone is GMT/UTC – 4/ Atlantic Standard Time.

**Meeting Attire** Business wear, suitable for a tropical climate, is recommended. However, working sessions will be in air-conditioned rooms and delegates should dress appropriately for these sessions.

**Fun Day** With the kind support of the Tobago House of Assembly, registered delegates are invited to participate in an island tour “**Taste of Tobago**”. The Tour will begin at 8.00 a.m. Interested participants, who have indicated their intention to attend in their registration forms are asked to assemble no later than 7.45 am at the hotel lobby. Ground transportation will be provided to several attractions. Lunch will be provided at no additional cost. The ground transportation is expected to return to the hotel no later than 3.30 pm to allow delegates time to prepare for the Opening Ceremony beginning at 7.00 pm

**Caribbean Media Awards Ceremony** The Caribbean Media Awards ceremony takes place at 8.00 pm on Tuesday, August 16, 2022, at the Shaw Park Cultural Complex. Delegates who have registered for this event will be advised where to assemble for ground transportation to the venue.

**Closing Cocktail** This will be an invitation-only event.

**Medical** For the duration of the Conference, medical coverage (for minor ailments) will be provided at the Magdalena Grand Beach & Golf Resort. The Scarborough General Hospital is situated close to the Conference venue in case of an emergency. Delegates are advised to obtain travel and health insurance prior to travel to Tobago.

**Vaccination** Under international travel and health requirements, Trinidad and Tobago requires a valid yellow fever vaccination certificate from travellers over one (1) year of age coming from infected areas.

At the time of publication of this Note, non-national may enter Trinidad and Tobago without a COVID-19 Information on COVID-19 protocols for non-nationals travelling to Trinidad and Tobago can be found on the Ministry of Health [website](#).

**COVID-19 Testing** SARS-COV-V2 (COVID-19) testing will be available at the Magdalena Grand Beach & Golf Resort in a designated area on the North Wing side of the Meeting area.

**COVID-19 Isolation** In light of the ongoing pandemic, provision has been made for delegates and stakeholders who may test positive for COVID-19 while attending the CBU event. There will be a designated holding area on the North Wing side of the meeting area. Further details on the procedures will be shared with delegates.

**Useful Contacts** The local AGA Secretariat will be located in the Osprey Room of the Magdalena Grand Beach & Golf Resort and begins operation on **Saturday, August 13, 2022**.

For further assistance regarding administrative and logistical arrangements for this event, please contact:

**CBU Secretariat**

Tel: +1(246)4301007

Email: [info@caribroadcastunion.org](mailto:info@caribroadcastunion.org)

Fax: 246 2289524