

- **2<sup>nd</sup> Caribbean Spectrum Management Conference**
  - **CTU Regulators Forum**
- **CTU Spectrum Management Task Force Meeting**

**INFORMATION BULLETIN**  
**12th May, 2025 – 16th May, 2025**  
**PORT OF SPAIN, TRINIDAD AND TOBAGO**

## **1. WELCOME AND INTRODUCTION**

Forum Europe Limited (Forum Global), Caribbean Telecommunications Union (CTU) and the Telecommunications Authority of Trinidad and Tobago (TATT) welcome you to **the 2<sup>nd</sup> Caribbean Spectrum Management Conference** at the **Hyatt Regency Trinidad**, Port-of-Spain, Trinidad and Tobago, **Tuesday 13<sup>th</sup> May to Wednesday 14<sup>th</sup> May 2025**.

During the week of 12<sup>th</sup> to 16<sup>th</sup> May 2025, Trinidad and Tobago will also host at the Hyatt Regency Trinidad, the **CTU Regulators Forum on 12<sup>th</sup> May 2025 and the CTU Spectrum Management Task Force Meeting on 15<sup>th</sup> and 16<sup>th</sup> May 2025**

This administrative circular contains important information related to the meeting, including administrative procedures, the logistics of the meeting, and issues of interest to all participants. For more information on the logistics of the meeting, please contact Ms. Candace Simmons at the following email: [csimmons@tatt.org.tt](mailto:csimmons@tatt.org.tt) or Ms. Sherry McMillan at [smcmillan@tatt.org.tt](mailto:smcmillan@tatt.org.tt).

## **2. DATE AND PLACE OF MEETING**

The entire week of events **Monday 12<sup>th</sup> May 2025 to Friday 16<sup>th</sup> May 2025 will be held at** the Hyatt Regency Trinidad, 1 Wrightson Road, Port of Spain.

The Hyatt Regency Trinidad is a 5-star hotel along the waterfront in Port of Spain, the capital city of Trinidad and Tobago. Situated just a 40-minute drive from Piarco International Airport, the hotel offers convenient access to both business and leisure destinations in the city.

Complimentary parking for all guests is available.

### **THE HYATT REGENCY TRINIDAD**

**Address:** 1 Wrightson Road,  
Port-of-Spain, Trinidad and Tobago

**Phone:** +1 868 623 2222

**Email:** [trirt.reservation@hyatt.com](mailto:trirt.reservation@hyatt.com)

**Website:** <https://www.hyatt.com>

**Preferential Accomodation Rates Available [HERE](#).**

### 3. PROGRAM OF ACTIVITIES

The agenda for the Caribbean Spectrum Management Conference is being regularly updated on the event website and can be view [here](#).

Lunch and coffee breaks will be provided throughout the event.

### 4. CONTACT INFORMATION

The national coordinators for the 12<sup>th</sup> May 2025 to 16<sup>th</sup> May 2025 Port of Spain, Trinidad and Tobago events are:

**Ms. Sherry McMillan**

Executive Officer Corporate Communications  
Telecommunications Authority of Trinidad and Tobago  
E-mail: [smcmillan@tatt.org.tt](mailto:smcmillan@tatt.org.tt)

Or

**Ms. Candace Simmons**

Special Events Officer  
Telecommunications Authority of Trinidad and Tobago  
E-mail: [csimmons@tatt.org.tt](mailto:csimmons@tatt.org.tt)

For questions relating to just the 2<sup>nd</sup> Caribbean Spectrum Management Conference, please contact:

**Mr Jordan Francombe**

Director | Spectrum Team Lead  
Forum Global  
E-mail: [jordan.francombe@forum-global.com](mailto:jordan.francombe@forum-global.com)

### 5. REGISTRATION FOR THE EVENT

**Registration for the event is completely free and open to all.** Please visit the Forum Global website to register: <https://caribbeanspectrum.com/>.

### 6. ON-SITE REGISTRATION AND IDENTIFICATION FOR THE EVENT

Delegates can also register on-site for the event:

- Sunday, 11<sup>th</sup> May 2025, between 2:00 p.m. and 6:00 p.m.
- Monday 12<sup>th</sup> to 13<sup>th</sup> May 2025 from 8:00 a.m. - 5:00 p.m.

The registration area will be located in the Jade Room of the Hyatt Regency Trinidad.

Delegates must provide official photo identification (ID), such as a passport or identity card, to receive their ID badge. It will be necessary to wear the badge throughout the event. Furthermore, delegates wishing to borrow headphones for interpretation services must submit an official ID card (other than a passport). The ID card will be returned to the participant on the return of the headphones, either daily or at the end of the week.

## 7. ENTRY REQUIREMENTS INTO TRINIDAD AND TOBAGO

Depending on where you live, you may need to meet certain entry requirements to enter the country.

To enter Trinidad and Tobago, you will need a valid passport issued by your country of citizenship. Your passport must be valid for six months after your travel departure date. You must also be able to present proof of an onward or return ticket to enter the country.

In accordance with International Civil Aviation Organization (ICAO) requirements, from November 2015, only machine-readable travel documents are accepted for entry into and exit out of Trinidad and Tobago.

*For information on countries for which visas are required for entry into Trinidad and Tobago and how to apply, please visit:*

<https://nationalsecurity.gov.tt/divisions/immigrationdivision/evisa-online/>

Useful links:

<https://foreign.gov.tt/>

<https://nationalsecurity.gov.tt/divisions/immigration-division/>

[https://www.oas.org/en/member\\_states/default.asp](https://www.oas.org/en/member_states/default.asp)

All travellers should be up to date on routine vaccinations while travelling to any destination. See Health Guidelines for Trinidad and Tobago here: [Health Guidelines for Travel | Ministry of Health](#)

Note: A Yellow Fever vaccination certificate is required. The certificate is required for travellers 1 year and older entering Trinidad and Tobago or transiting through Trinidad and Tobago for more than 12 hours.

For all health-related matters, visit <https://health.gov.tt/>

## 8. LODGING & EVENT TRANSPORTATION

It is recommended that you book your accommodation using one of the options below.

### **THE HYATT REGENCY**

**(5-star rating)**

Address: #1 Wrightson Road,  
Port-of-Spain, Trinidad and Tobago

Phone: +1 868-623-2222

Website: [https://www.hyatt.com/en-US/hotel/trinidad-tobago/hyatt-regency-trinidad/trirt?src=corp\\_lclb\\_gmb\\_seo\\_latam\\_trirt](https://www.hyatt.com/en-US/hotel/trinidad-tobago/hyatt-regency-trinidad/trirt?src=corp_lclb_gmb_seo_latam_trirt)

All standard rooms are designed with contemporary furnishings and offer views of either the Gulf of Paria or the city. Standard amenities include Hyatt Grand beds, 65-inch flat-screen televisions and complimentary Wi-Fi.

Accommodation (Prices):

Room Type: Standard

Single Occupancy: USD 159.00 plus 21.55% taxes, buffet breakfast included

Double Occupancy: USD 189.00 plus 21.55% taxes, buffet breakfast included

Both options are for standard rooms.

Note: Wi-Fi is complimentary at the hotel

*For Booking Hyatt Regency Trinidad please click [HERE](#).*

*Please select Hyatt Regency Trinidad and your dates then use the booking code 227988.*

### **Shuttle services will be provided to and from the following hotels to the Hyatt Regency for meetings and events:**

#### **RADISSON HOTEL TRINIDAD**

**(3-star rating)**

Address: Wrightson Road,  
Port of Spain, Trinidad and Tobago

Phone: +1 (868) 625-3366 ext. 6804

E-mail: [dsolomon@rposthotel.com](mailto:dsolomon@rposthotel.com)

Website: [www.radisson.com/trinidad](http://www.radisson.com/trinidad)

Accommodations (Prices):

Single Occupancy: USD 139.00 plus taxes inclusive of Breakfast

Double Occupancy: USD 159.00 plus taxes inclusive of Breakfast

Note: Wi-Fi is complimentary at the hotel

*For Booking Radisson Hotel Trinidad: [Radisson Trinidad - Caribbean Spectrum Management Conference](#)*

## **KAPOK HOTEL**

### **(3-star rating)**

Address: 16-18 Cotton Hill Rd,  
Port of Spain, Trinidad and Tobago  
Phone: +1 (868) 622-5765  
E-mail: [stay@kapokhotel.com](mailto:stay@kapokhotel.com)  
Website: <https://kapokhotel.com/>

Single Occupancy: USD 122.00 plus taxes inclusive of Breakfast  
Double Occupancy: USD 159.00 plus taxes inclusive of Breakfast  
Note:

### **Accommodations (Prices):**

Standard Queen/King/Double Rooms – US 122.00 before tax (US 147.93 tax included)  
Note: The rate above is based on single or double occupancy and includes breakfast. Wi-Fi is complimentary at the hotel.

### **Direct booking:**

For Booking: <https://be.synxis.com/?Hotel=76270&Chain=21447&group=TATT GROUP>  
Cut-off date: 15 days before arrival

### **Guarantee Policy**

A valid credit card is necessary to guarantee a reservation. One hundred percent of the first night may be charged after booking.

### **Cancellation Policy**

All reservations **must be cancelled at least 48 hours prior to arrival**, or a penalty of 1-night stay plus tax will be charged.

## **HILTON TRINIDAD AND CONFERENCE CENTRE**

### **(4-star rating)**

Address: Lady Young Road,  
Port of Spain, Trinidad and Tobago  
Phone: +1-868-624-3211  
Website: [https://www3.hilton.com/en/hotels/trinidad-and-tobago/hilton-trinidad-and-conference-centre-POSHIHH/index.html?SEO\\_id=GMB-HI-POSHIHH](https://www3.hilton.com/en/hotels/trinidad-and-tobago/hilton-trinidad-and-conference-centre-POSHIHH/index.html?SEO_id=GMB-HI-POSHIHH)

**Direct booking:** [Trinidad Hilton Spectrum Management Conference](#)

## 9. OTHER TRANSPORTATION

Participants will be responsible for booking their airport to hotel transfers. A transportation information desk is available in the Customs and Departure areas of the airport.

Private Transportation Options:

- 1) **TT Rideshare-** <https://www.ttrideshare.com/>
  - a) Download the FREE TT RideShare Rider App from Google Play or the IOS App Store on your smartphone. Use your phone number or Facebook Login to create an account. You will be required to verify your account with your ID and picture.
  - b) Choose your pickup location and your destination and press get fare estimate to see the price, then press the request ride button.
  - c) Once the ride is picked up, you will see the driver's name, his number plate and their estimated arrival time to pick you up.
  
- 2) **Deliver me TT-** <https://delivermett.com/>
  - i. DeliverMe TT Taxi app is available for download from the Google Play Store and IOS App Store. Users can register by entering a valid mobile number or signup via an active Facebook account. Always enter and verify with a valid email address.
  - ii. Upon registering with your active email address, approve the email by checking your inbox or spam folder. Once verified, your receipts will be billed to you.
  
- 3) **Drop Caribbean-** <http://dropcaribbean.com/>
  - a. Make a toll-free call to order your ride, or order with the app to check out your driver.
  - b. With the DROP app, you can see photos of your driver and their car, the car's registration number, and track their distance on your phone.

### **Public Maxi and Taxi Service:**

The public transportation system comprises buses and maxi taxis (colour-coded mini-buses) operating along designated routes. Taxicabs and car hire services are also available at hotels and the airport.

## 10. DRESS CODE

Formal or casual attire is acceptable for most meetings and events. However, formal attire is recommended for the plenary sessions.

A lounge suit is acceptable for the VIP Dinner, and casual attire is appropriate for the Cultural Event.

## 11. SPECIAL REQUIREMENTS

To ensure their specific needs can be accommodated, delegates with allergies, accessibility and/or other unique requirements should contact the various hotels before making reservations.

## 12. GENERAL INFORMATION

<b>Language:</b>	The official language in the Republic of Trinidad and Tobago is English. The meeting will be conducted in English and Spanish.
<b>Weather:</b>	Trinidad and Tobago's southerly location keeps temperatures tropically consistent year-round, with a daily average of 27°C (80°F). The rainy season (June to November) and the dry season (December to May) are the major weather variations.
<b>Time Zone:</b>	Atlantic Standard Time, the time zone in Trinidad and Tobago (GMT-4)
<b>Telephone country code:</b>	+1(868)
<b>Medical &amp; Fire emergency services:</b>	Dial 990
<b>Police emergency service:</b>	Dial 999
<b>Currency:</b>	The unit of currency is the Trinidad and Tobago Dollar TTD. Both United States Dollars and Major Credit Cards are widely accepted.

To check up-to-date exchange rates, please visit the Central Bank of Trinidad and Tobago website at <https://www.central-bank.org.tt/statistics/data-centre/exchange-rates-daily>.

Bureau de change operators are available at the airport and throughout the country. ATMs are also widely available throughout the country.

**Business hours:**

Government offices: 8:00 a.m. to 4:00 p.m., Monday to Friday.

**Shops:** The opening hours of most shops are from 8:00 a.m. to 5:00 p.m., Monday to Saturday. Most shops are open from 8:00 a.m. –2:00 p.m. on Sundays.

**Banks:**

Monday to Thursday - 8:00 a.m. - 2:00 p.m..

Friday - 8:00 a.m. - 1:00 p.m. and 3:00 p.m. - 5:00 p.m. and

Monday to Friday, 10:00 a.m. to 5:00 p.m. at mall locations,

**Voltage:**

110V / 60 Hz (same as USA)

Type A North American/Japanese 2 Blade

Type B American 3-Pin

**Tourist Information:** The following websites provide tourist information for Trinidad and Tobago: <http://mtca.gov.tt/> and <https://www.facebook.com/TourismTT>