



Caribbean Broadcasting Union
48th Annual General Assembly
August 21-24, 2017
Nassau, The Bahamas

DELEGATES' INFORMATION NOTE

How to register

1. Email the completed form to 2017cbuaga@znsbahamas.com or fax to +1(242)322-3294.
2. Make the payment to the AGA Secretariat by the date specified.
3. The AGA Secretariat will issue a receipt for the payment and the discount codes for use when making your reservations at the British Colonial Hilton hotel and for flights on Caribbean Airlines.

When

The CBU 2017 Annual General Assembly will start on **Monday, August 21**, and end on **Thursday, August 24, 2017** with the Fun Day activity.

Where

The Opening Ceremony, Welcome Reception and conference forums will take place at the **British Colonial Hilton Hotel**. Social activities will take place at other venues. Please refer to the Conference Programme for more information.

Accommodation & Meals

The CBU has arranged for a block booking and negotiated discounted room rates for AGA delegates. The conference hotel is the **British Colonial Hilton Hotel**. No. 1 Bay Street; **Telephone** (242) 322-3301; **Website**: www.hiltoncaribbean.com/nassau

To book a room at the special rate for AGA delegates, submit your registration form, with your conference registration fee, and the AGA Secretariat will issue the discount code.

ROOM	SINGLE OCCUPANCY – includes complimentary breakfast	DOUBLE OCCUPANCY – USD 27.00 extra per day for breakfast for 2nd guest
Deluxe City View	USD 213.52	USD 239.02
Deluxe Harbor View	USD 237.17	USD 262.67
Executive City View	USD 308.12	USD 333.62

These rates cannot be guaranteed for reservations made after July 1, 2017.

Complimentary for registered AGA delegates: Wi-Fi; breakfast (single occupancy); coffee breaks and lunch on conference days.

Flight Arrangements

The CBU has negotiated **preferential airfare** for Assembly delegates travelling on Caribbean Airlines, the official airline of the AGA. To benefit from the seven percent (7%) discount on tickets, submit your registration form with your conference registration fee, and the AGA Secretariat will issue the discount code.

All bookings must be made and ticketed via Caribbean Airline's Ticket Offices or Reservations Sales and Customer Support Centre - USA and Canada (1.800.523.5585) and Caribbean (1.800.744.2225). The discount will be applied on G type fares and higher in Economy Class and C type fares and higher in Business Class (not applicable to Z type fare).

Delegates should plan their travel to arrive in Nassau in time for the Opening Ceremony on Monday, August 21, at 6.00 p.m.

Transfers on Arrival & Departure

ARRIVING AT LYNDEN PINDLING INTERNATIONAL AIRPORT (LPIA)

The journey time by car from LPIA to the British Colonial Hilton Hotel is about twenty (20) minutes. Taxis are available from the airport. The usual fare is USD 30.00 for up to two (2) passengers.

The airport information desk is located just beyond the Immigration Clearance Desk on level one in the arrival terminal.

Visas

CARICOM passport holders are NOT subject to visa obligations to enter the Bahamas.

Participants who are **NOT CARICOM passport holders** may be subject to visa requirements and are strongly advised to send a scanned copy of their passports to admin@caribroadcastunion.org for preparation of an invitation letter to assist with the visa process.

Currency

The official currency for visitors to The Bahamas is the Bahamian dollar. However the US dollar is also accepted by all vendors. Credit cards can be used freely in the Bahamas.

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 in the Bahamas is generally not required, but is appreciated in restaurants and cafés.

Business Hours Supermarkets, pharmacies specialty shops and banks are located very close to the British Colonial Hotel, which is conveniently located in downtown Nassau.

Shops: Monday to Friday 9:30am to 6pm; on Saturdays from 10am to 6pm.

Banks: Monday to Friday from 9:30am to 3pm.; closed on week-ends.

Weather & Time Zone The Bahamas has tropical weather. Temperatures usually range from 89° to 93. The summer in the Bahamas is from June to August with temperatures that can reach 93°.

The Bahamas time zone is Eastern 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.

Social Events AGA delegates are invited to attend the **Welcome Reception** and **Cultural Evening** in the Garden of Tranquillity of the British Colonial Hotel at 7.45 p.m. on Monday, August 21, 2017. Attendance is free of cost to all registered participants.

Delegates interested in attending the **Caribbean Broadcasting Awards** on Tuesday August 22 are required to register. The event will take place at the Atlantis Resort, Paradise Island, beginning at 8 p.m. The cost is USD 70.00 per person and includes: ground transportation, dinner and entry to the Awards. Dinner will take place at the British Colonial Hilton at 6.15 p.m. before attendees are shuttled to the Awards ceremony

On Thursday, August 24 registered conference delegates are invited to participate in the **Fun Day Island Tour**. The cost is: USD 70.00 per person and includes: ground transportation, lunch and entry to attraction(s).

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

Annual General Assembly Local Secretariat

Mrs Glenda Dames

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CBU Secretariat

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The local AGA Secretariat will be located in the Sir Milo Butler Room on the first floor of the British Colonial Hilton Hotel and begins operation on **Saturday, August 19, 2017**.