



## DELEGATES' INFORMATION NOTE

### How to register

1. Review the information below.
2. Click on the link <https://www.publicmediaalliance.org/global-conference-2018/registration/> and complete the form
3. Make the payment to the PMA.
4. Delegates can print a receipt themselves on making payment.
5. On receipt of payment PMA will issue discount codes for use in making reservations at the conference hotels and for flights on Caribbean Airlines.

### **When**

The CBU 49<sup>th</sup> Annual General Assembly business sessions will start on **Monday, August 13**, and end on **Wednesday August 15, 2018**. However, as set out in the schedule there are associated activities from **Sunday August 12**, through to **Thursday August 16, 2018**.

### **Where**

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

### **Registration**

CBU members will benefit from discounted registration rates which will include the Official Opening and Welcome Reception on Monday August 12, Conference Day on Tuesday August 13 and the Members' Plenary on Wednesday August 13, 2018. The registration fee also includes conference bags, free Wi-Fi, lunch and coffee breaks on August 12 and August 13.

PMA & CBU Members <ul style="list-style-type: none"> <li>• Single day rate (GC or AGA)</li> <li>• Joint event rate (GC &amp; AGA)</li> </ul>	USD 175 USD 300
Non-Members <ul style="list-style-type: none"> <li>• Single day rate (GC or AGA)</li> <li>• Joint event rate (GC &amp; AGA)</li> </ul>	USD 350 USD 450
Students <ul style="list-style-type: none"> <li>• Single day rate (GC or AGA)</li> <li>• Joint event rate (GC &amp; AGA)</li> </ul>	USD 45 USD 90

The registration fee is waived for confirmed exhibitors or sponsors and invited presenters.

## Accommodation & Meals

The CBU has arranged for a block booking and negotiated discounted room rates<sup>1</sup> for AGA delegates for the period **August 8 to 17, 2018** at the **Jamaica Pegasus Hotel**, 81, Knutsford Boulevard, Kingston 5; **Email:** [info@jamaicapegasus.com](mailto:info@jamaicapegasus.com) **Telephone** (876) 926-3691-9; **Fax** (876)929-0593

To book a room at the special delegates' rate, submit your registration form and pay your conference registration fee, to receive the hotel booking form with the discount code. **Bookings must be made directly with the hotel and not on-line.**

ROOM	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
DELUXE ROOM – KING BED / 2 DOUBLE BEDS	USD 171.39	USD 196.69
ROYAL DELUXE ROOM – KING BED	USD 211.87	USD 237.17
ROYAL ONE BEDROOM SUITE – KING BED	USD 265.00	USD 290.30

**These rates cannot be guaranteed for reservations made after July 21, 2018.**

Delegates' **complimentary buffet breakfast** will be served in the Blue Window Restaurant.

## 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 PMA 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 are encouraged to plan their travel to arrive in Kingston in time for the 6.30 p.m. start of Caribbean Media Screening on Sunday, August 13, 2018.**

## Transfers on Arrival & Departure

### **ARRIVING AT NORMAN MANLEY INTERNATIONAL AIRPORT**

Arrangements can be made for airport transfers, at a fee, for delegates staying at the Pegasus hotel. These can be confirmed when making the hotel booking.

The journey time by car from NMIA to the Jamaica Pegasus Hotel is about thirty-five (35) minutes. Taxis are available from the airport. The usual fare is USD 30.00 for up to two (2) passengers.

<sup>1</sup> The rates quoted include: full buffet breakfast; Government Consumption Tax – 16.5%; Service Charge – 10%; Energy Surcharge – USD 8 and Special Room Tax – USD 4

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 Jamaica.

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](mailto:admin@caribroadcastunion.org) for preparation of an invitation letter to assist with the visa process.

## Currency

The official currency for visitors to Jamaica is the Jamaican dollar (JMD). However the US dollar is also accepted by most vendors. Credit cards can be used freely in Jamaica.

## Conference Facilities

Hotel facilities at the Jamaica Pegasus 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 Jamaica 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 Jamaica Pegasus Hotel, which is conveniently located in the New Kingston area.

**Shops:** Most shops open Monday to Saturdays 9.00 am to 5.00 pm; and are closed on Sundays

**Banks:** Open to the public Monday to Friday from 8.30 am to 2.00 pm; closed on weekends, although some banks have additional hours.

## Weather & Time Zone

Jamaica has tropical weather. Temperatures usually range from 89° to 93°. The summer in Jamaica is from June to August with temperatures that can reach 93°.

The Jamaica time zone is GMT/UTC - 5h. Jamaica does not utilize Daylight Saving 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.

## Associated Events

Delegates are invited to attend the **Caribbean Media Screening** at 6.30 p.m. **on Sunday, August 12**, at the studios of the Public Broadcasting Corporation of Jamaica. Entry is free to all registered delegates

**Opening Ceremony and Welcome Reception** takes place at the Jamaica Pegasus Hotel on Monday, August 13, 2017. Attendance is free of cost to all registered participants.

Delegates interested in attending the **Caribbean Broadcasting Awards** on Tuesday August 14 are required to register. The event will take place at the Courtleigh Auditorium.

The cost is USD 70.00 per person and includes the pre-reception and entry to the Awards.

On the afternoon of Wednesday, August 15, registered conference delegates are invited to participate in the **Social Activity** in Kingston. The cost is USD 40 per person and includes ground transportation and entry to the attraction.

And on Thursday August 16, there will be a **Fun Day activity** outside of Kingston. The cost is: USD 70.00 per person and includes: ground transportation, lunch and entry to attraction(s).

## Medical

The Pegasus Hotel has a nurse on duty every day until 11:00pm. There is an on-call doctor if required. The Medical Associates Hospital is less than a 5 minute drive from the hotel and emergency cases are referred there.

## Useful Contacts

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

### **CBU Secretariat**

Ms Sally Bynoe at +1(246)4301007

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

Fax: 246 2289524

### **Public Media Alliance**

Ms. Jasmine Chandler

Projects & Membership Manager

Email: [Jas@publicmediaalliance.org](mailto:Jas@publicmediaalliance.org)

The local AGA Secretariat will be located in the Rio Grande Suite in the Jamaica Pegasus Hotel and begins operation on **Saturday, August 11, 2018**.