



DELEGATES' INFORMATION NOTE

How to register

1. Review the information below.
2. To reserve your hotel accommodation:
Please send email to Ms. Lorena Morales at the GHL Sunrise Beach Hotel lorena.morales@ghlhoteles.com; Tel No: 57 8 5123988
www.https://en.ghlhotelsunrise.com
3. On receipt of completed registration form, the Secretariat will issue the discount code for use in making reservations for flights on the conference airline.

When

The CBU 50th Annual General Assembly business sessions will start on **Monday, August 12**, and ends on **Wednesday August 14, 2019**.

Where

The Opening Ceremony, Welcome Reception and conference forums will take place at the GHL SUNRISE BEACH 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 14. The registration fee also includes complimentary conference bags and Wi-Fi. Coffee and Lunch breaks will be provided on August 12 and August 13, 2019.

CBU Members <ul style="list-style-type: none">• August 12-14	USD 175
Non-Members <ul style="list-style-type: none">• August 12 & 13	USD 350
Students <ul style="list-style-type: none">• August 12 & 13	USD 45

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

Please be advised that you can make your registration payment at the Secretariat in San Andres Island, Colombia.

CBU ANNUAL GENERAL ASSEMBLY 2019
DELEGATES' INFORMATION NOTE

Accommodation & Meals

The CBU has arranged for a block booking and negotiated discounted room rates¹ with breakfast included for AGA delegates for the period August 11-15 2019 at the **GHL Sunrise Beach Hotel**, Newball Ave No 4-169 San Andrés, Colombia
Email: lorena.morales@ghlhoteles.com
Telephone: 57 8 5123988 **Fax:** 57 8 5129980. **Website:** <https://en.ghlhotelsunrise.com>

ROOM	
SINGLE OCCUPANCY	USD 109.67
DOUBLE OCCUPANCY	USD 123.14

Flight Arrangements

The CBU has negotiated **preferential airfare** for Assembly delegates travelling on COPA AIRLINES, the official airline of the AGA. To benefit from **percent (10%) discount on tickets**, submit your registration form to receive the discount code.

All bookings must be made and ticketed **via iBook now!, copa.com, Sales Offices, Travel Agencies and COPA Call Center.**

Delegates are encouraged to plan their travel to arrive in San Andres in time for the 6:00 PM OPENING CEREMONY AND WELCOME RECEPTION ON AUGUST 12, 2019.

Transfers on Arrival & Departure

ARRIVING AT THE GUSTAVO ROJAS PINILLA INTERNATIONAL AIRPORT

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

The journey time by car from the airport to the conference Hotel is about five (5) minutes. Taxis are available from the airport. The fare is (5-10 USD) or a fixed rate in the local currency of COP 15.000 for 1-4 passengers. After 11PM fares are double the price. 4+ Passengers will be charged additionally.

The airport information desk is located on the first floor of the terminal before the immigration window.

Visas

CARICOM passport holders are NOT subject to visa obligations to enter San Andres.

Participants who are **NOT CARICOM PASSPORT HOLDERS** may be subject to visa requirements.

Currency

The official currency for visitors to San Andres is Colombian Peso (COP). However the US dollar is also accepted by most vendors. Credit cards can be used freely.
1 USD = 3,096 COP

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 with the information to the hotel.

¹ 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

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

Supermarkets, pharmacies specialty shops and banks and commercial center of the island are conveniently located across the street from the hotel, which is also right next to a 24 hour minimarket, bakery, shopping stores and restaurants.

Shops: Most shops open at 9am; and are closed at 8:30pm.

Banks: Open to the public Monday to Friday from 8a.m. to 4pm; closed on week-ends, although some banks have additional hours and open Saturday mornings. ATMS are available 24 hours

Weather & Time Zone

San Andres has tropical weather. Temperatures usually range from 80 to 90° F. The summer in San Andres is from June to August with temperatures that can reach 95°F .

The San Andres time zone is GMT-5 COLOMBIA 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.

Associated Events

Caribbean Media Awards 2018 Show
Fun Day

Medical

The conference Hotel does not have a nurse on duty; however there is an on-call doctor if and when required.

Useful Contacts

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

CBU Secretariat

Ms Sally Bynoe at +1(246) 430 1007

Email: info@caribroadcastunion.org

Fax: 246 228 9524

The local AGA Secretariat will be located in the conference Hotel and begins operation on **Monday, August 12, 2019.**