



Ministry of Economic Growth and Job Creation



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**OUTREACH EVENT**  
**ON ROLE, ACTIVITIES AND FINDINGS OF**  
**THE INTERGOVERNMENTAL PANEL ON CLIMATE CHANGE**  
**University of the West Indies Regional Headquarters, Mona, Kingston, Jamaica**

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**Media Workshop: 29 November, 2016**

**Outreach Event on the IPCC Role, Activities and Findings: 29 November – 01 December, 2016**

**LOGISTICAL INFORMATION FOR PARTICIPANTS**

**1. VENUE**

**Conference Venue**

Regional Headquarters, University of the West Indies (UWI)

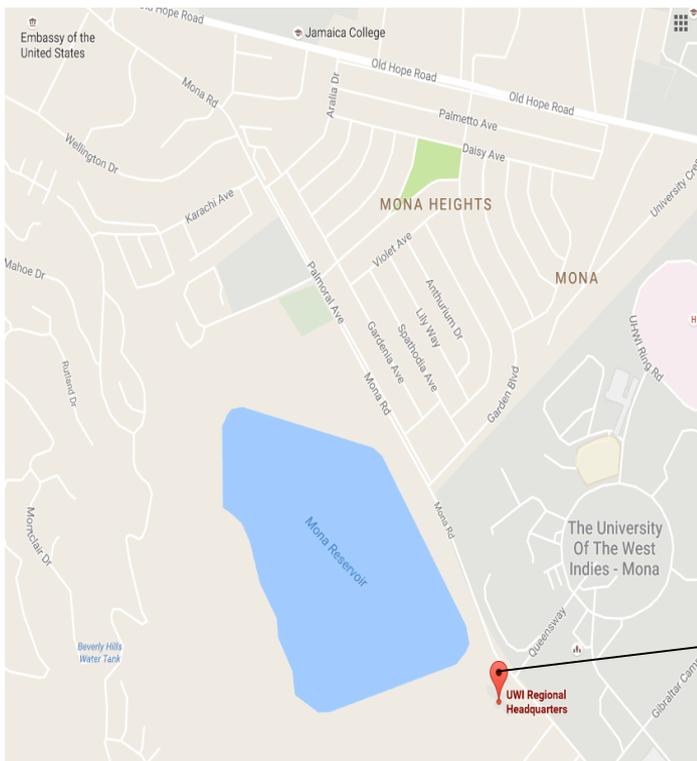
Mona Campus

Kingston 7

Jamaica

Tel: + 876 927-1660 or + 876 977-0655

Contact Person at Regional Headquarters, UWI – Ms. Suschetta Stephenson



The Event will be held at the University of the West Indies (UWI) Regional Headquarters building, which is located immediately across from the UWI Main Entrance at a stop light at the intersection of the Mona Road and the UWI Main Entrance. The building is not located on the UWI main campus. As such, participants are asked to enter the Regional Headquarters premises from the Mona Road.

## 2. EVENT

### Media Workshop - The Ramson Meeting Room, UWI Regional Headquarters

The Media Workshop will commence at 0900 hours on Tuesday, 29 November, 2016 at the UWI Regional Headquarters, with registration beginning at 0830 hours. It is anticipated that the Media Workshop will end at 1600 hours.

### Outreach Event – The Council Rooms 1 and 2, UWI Regional Headquarters

The opening ceremony for the Outreach Event will take place at 0900 on Wednesday, 30 November, 2016 with registration beginning at 0830. It should be noted that the Conference is scheduled to end at 1700 on Wednesday, 30 November, and at 1730 on 01 December, 2016.

### Background Documents

Relevant documents will be available at: <http://ipcc.ch/apps/outreach/eventinfo.php?q=369> . Participants are encouraged to bring e-copies/hard copies of the documents with them to the Meetings. Limited quantities of the documents will also be available at the event.

### Language

The meetings will be conducted in English.

### Provisional Agenda

The provisional programme for the Media Workshop (29 November) IPCC Outreach Event (30 November – 1 December) are available here: <http://ipcc.ch/apps/outreach/eventinfo.php?q=369>

### Host Country Contact Persons:

Lieutenant Colonel (ret'd) Oral Khan  
 Chief Technical Director  
 Ministry of Economic Growth and Job Creation  
 16A Half Way Tree Road

Kingston 5, Jamaica  
Tel: +876 633-7324  
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### 3. ARRIVAL AND TRANSPORTATION

#### Passport

Everyone travelling to Jamaica must present a valid and approved travel document as evidence of their identity and nationality. The most common and preferred travel document is a passport, but other types of travel documents may also be accepted. Further information may be accessed here: <http://www.pica.gov.jm/immigration/general-immigration-information/requirements-for-travel-to-jamaica/>

#### Visa Arrangements

Visas or any documents necessary for travel are the participant's responsibility, and should be obtained prior to departure. Participants should check with the Jamaican Embassy in their country to confirm visa requirements and are responsible for any fees or other costs related to their visa procurement.

#### Insurance

Participants are encouraged to make arrangements for health and travel insurance coverage, if so desired.

#### Transportation from the Airport

Upon arrival in Kingston, Jamaica, participants may opt to use buses that are designated to transport participants to their respective hotels. These buses will be marked with the acronym 'JUTA'. The assigned JUTA buses will further be marked with the words 'IPCC Outreach'. Each participant using the designated JUTA buses will be required to pay a fee of approximately US \$35 each way. Taxis are also available at the airport.

#### Transportation to Meeting Venue from Hotel

Requests can be made at the Front Desk of most hotels for a taxi. Fees vary depending on the location of the hotel. Participants staying in the New Kingston area can expect a drive time to the Meeting venue of approximately 25 minutes in peak hour traffic.

### 4. ACCOMODATION

The following hotels are recommended for the duration of Participants' attendance:

NAME	ADDRESS	CONTACT DETAILS
The Jamaica Pegasus Hotel	81 Knutsford Boulevard, Kingston 5	+876 926-3691-9 <a href="http://www.jamaicapegasus.com/">http://www.jamaicapegasus.com/</a> reservations@jamaicapegasus.com
The Courtleigh Hotel and Suites	85 Knutsford Boulevard, Kingston 5	+876 936 - 3570

		<a href="http://www.courtleigh.com/">http://www.courtleigh.com/</a> sales@courtleigh.com
The Knutsford Court Hotel	16 Chelsea Avenue, Kingston 5	+876 929-1000 <a href="http://www.knutsfordcourt.com/">http://www.knutsfordcourt.com/</a> sales@knutsfordcourt.com
The Spanish Court Hotel	1 St. Lucia Avenue Kingston 5	+876 926.0000 <a href="http://www.spanishcourthotel.com/">http://www.spanishcourthotel.com/</a>
The Marriot Hotel Courtyard, Kingston	1 Park Close, Kingston 5	+876 618-9900 <a href="http://www.marriott.com/hotels/travel/king-courtyard-kingston-jamaica/">http://www.marriott.com/hotels/travel/king-courtyard-kingston-jamaica/</a>

## 5. INFORMATION ABOUT JAMAICA

### Voltage

Outlets are wired for 110volts, 50 hz (cycle).

### Weather

Kingston, Jamaica, presently experiences daily temperatures of approximately 30°C (85°F). The weather is humid and tropical. Light, intermittent showers may be experienced during the Outreach Event.

### Currency and Transactions

The currency in Jamaica is the Jamaican Dollar and the exchange rate is US\$1.00 =J\$125.00 (when converting to Jamaican currency) as at November 14, 2016. Foreign currency may be exchanged at the airport, some hotels, banks and authorized money exchange shops. A limited number of vendors accept US Dollars. Major Credit Cards are accepted island-wide.

### Opening Hours:

- Businesses: 0900 to 1800 hours, Mondays - Fridays. Some supermarkets are open until 2000 hours.
- Banks: 0800 to 1500 hours. ATMs are usually available 24 hours
- Government Offices : 0830 to 1600hours

### Important Telephone Numbers and Useful Links

- Emergencies: 119
- Telephone Directory Assistance: 400
- Norman Manley International Airport +876 924-8452-6; toll free from Jamaica 1-888- 247-7678
- Contact information for airlines serving the Norman Manley International Airport: [http://www.nmia.aero/airline\\_information](http://www.nmia.aero/airline_information)
- The Jamaica Tourist Board : <http://www.jtbonline.org/jtb/>
- The Ministry of Economic Growth and Job Creation: <http://www.mwh.gov.jm/index.php>