



## PSI in the Caribbean

### 2017 sub-regional meetings

SUBWOC – February 15  
SUBRAC February 16 and 17

## Practical Information

### Accommodation

Hotel Four Seasons  
18 Ruthven Road, P.O. Box 190  
Kingston 10  
Jamaica,  
T: (876) 926-8805, 926-0682  
[www.hotelfourseasonsjm.com](http://www.hotelfourseasonsjm.com)

All reservations are in the name(s) of the participant(s).

### Travel to/from Jamaica

Please carefully review your e-ticket(s), ensuring that you have information for all segments of your travel.

Please also visit the website of your carrier(s), noting carefully, baggage allowance, security requirements and other advice to ensure a trouble-free journey.

[American Airlines](#)

[Caribbean Airlines](#)

[Insel Air](#)

[LIAT](#)

All international airports follow the guidelines established by the USA TSA.

<http://www.tsa.gov/traveler-information>

### **Please use online check-in facilities.**

The airlines will have the mobile number and contact information for those for whom PSI has arranged flights, in case of any schedule changes or delays. We urge others who have organised their own travel arrangements to use the notification facilities available on airlines' websites and/or ensure that your travel agent/airlines have your mobile number and e-mail address.

### Transfer to/from hotel

In a number of cases, participants/attendees will be arriving (and departing) in groups.

We are arranging a special rate with Mr Frank Minott and his colleagues to provide transportation from the airport to hotel (and return). He will have a sign with the PSI logo.

For the return, check-in is a minimum of 2.5 hours before flight departure. There is online check-in available. We urge you to use this facility.

We will supply specific details of pick-up times, contact information and costs approximately one week before the meetings.

### Time

At the time of the meetings, the time in Jamaica is:

- same time as in Haïti, USA and the Bahamas;
- one (1) hour behind time in the Eastern Caribbean and Bermuda;
- one hour ahead of time in Belize

### Money and credit cards

Official currency is the Jamaica dollar (JMD) with an exchange rate of USD1.00 = JMD127.00 (approximately). Visit [www.oanda.com](http://www.oanda.com) for up-to-date rates.

Best rate is at the bank. There is a cambio at the airport on arrival, immediately after you leave the Immigration desks.

We recommend that you use Jamaican dollars for your various purchases/financial transactions.

If you plan to use your debit/credit cards, please advise your bank of your travel itinerary.

You can change Jamaican dollars to other currencies on departure. There is a cambio in the check-in area as well as just before going up to the departure lounge.

### Electricity

110 Volts, 2 flat pins.

The Four Seasons provides irons and ironing boards in rooms.

### Cellular/Mobile services

Digicel and FLOW are both present in Jamaica.

SIM cards are easily available.

### Security

We recommend that you exercise the usual precautions when travelling to and staying in other countries; move around in groups.

Please also consult with the front desk and Jamaican Sisters and Brothers for advice and guidance.

### Taxis

We recommend that you organise taxis through the hotel's front desk.

## The meetings

### Attire

Smart casual or business casual.

### Workshop times

The meetings start at 9:15 am and end at 5:30 pm each day.

### Meals

Continental breakfast is included in the room rate.

Snacks and lunch will be available during workshop times. Coffee, tea and juice stations are available throughout the day.

You can choose between dinner at the hotel or in plazas and other locations near the hotel.

The front desk as well as Sisters and Brothers from the Jamaica Civil Service Association (JCSA) and the Jamaica Association of Local Government Officers (JALGO) will be only too happy to advise you of places you can go.

### Working methods

The SUBWOCs and SUBRACs, held in all PSI's sub-regions, are advisory bodies to the Regional Executive Committees (RECs) and consequently to the Executive Board. The meetings will be as interactive and engaging as possible, providing opportunities for in depth discussion on key issues in a rights-based perspective.

An important aim of the meetings is to help build informed and active memberships in the 5 core sectors who are able to counter attacks on public services and human and trade union rights, through well- coordinated, informed and evidence-based actions.

The meetings will include small group or focus-group discussions, presentations, round table discussions and plenary sessions.

As usual, ICT will be used throughout the meetings, therefore we encourage you to travel with your laptops and/or tablets. Wireless internet access is available throughout the hotel. The background documents and references contained in them are valuable sources of additional information. Many documents and references will be hyperlinked in the documents and are therefore best accessed when reading online or electronically.

### Documents

If you have not already done so, PSI recommends that you download and use the free Adobe Acrobat Reader DC. It is the free global standard for reliably viewing, printing, and commenting on PDF documents.

It is the only PDF viewer that can open and interact with all types of PDF content, including forms and multimedia. Click or tap <https://get.adobe.com/reader/> to download and install.