



*5-9 November 2018  
Montego Bay, Jamaica*

## **Practical Information**

*Prepared by the Secretariat of the International Task Force on  
Teachers for Education 2030, 2018*

*This document aims at providing the participants with practical and useful information about their travel to, and stay in Montego Bay, Jamaica.*

## Conference Venue

The International Task Force meetings and the Policy Dialogue Forum will be held at the Montego Bay Convention Centre, Rose Hall, selected by the Host Country and UNESCO.

An information desk will be set at the lobby of the Convention Centre. Participants are invited to refer to staff at the desk as necessary.

Buses for the Convention Centre from the three hotels will leave the hotels at 8:00am and the Convention Centre according to the programme. **Please make sure to be on time every day for the bus departure.**

## Arrival in Montego Bay and Transfer between the Airport and Hotel

**All International participants are expected to arrive at the Donald Sangster Airport in Montego Bay.**

**All participants are expected to attend the “UNDSS Security briefing to all international participants” scheduled on Monday 5 November from 4-5PM, and are therefore requested to schedule their arrival date and time accordingly.**

Participants arriving at the Donald Sangster Airport in Montego Bay will be provided with a **complimentary shuttle service** between the Airport and the hotels identified for the forum. At the Airport, there will be a welcome desk for the participants after the immigration check and the baggage claim. The staff from the host organizing team at the welcome desk will have visible signs “**UNESCO Teacher Task Force Conference**” and will guide you to the pick-up service to the Hotel. All participants are encouraged to take advantage of this exclusive service for their convenience and security. If you have a difficulty to find the welcome desk, please contact the following officers from the Ministry of Education, Youth and Information of Jamaica:

- Mr Carey Brown at: 876 5643931
- or Mr Steven Campbell at: 876 2821359
- or Mr Christopher Doyle at: 876 9228019

After completing your online registration on the Teacher Task Force’s website (<https://goo.gl/forms/aOw5t2pwtSHLoDBy2>) **ensure that you clearly indicate to Ms Zenab Choug** (TTF Secretariat) at [z.choug@unesco.org](mailto:z.choug@unesco.org) **your arrival and departure dates/times and airline.**

In case of changes in your itinerary after completing your registration, please contact:

- Ms Zenab Choug (TTF Secretariat) at [z.choug@unesco.org](mailto:z.choug@unesco.org)
- Mr Christopher Doyle (Ministry of Education, Youth and Information of Jamaica) at [christopher.doyle@moey.gov.jm](mailto:christopher.doyle@moey.gov.jm)
- Ms Lucet Montgomery (UNESCO Kingston Office) at [L.montgomery@unesco.org](mailto:L.montgomery@unesco.org)

If a participant fails to inform the organizers of his/her date and time of arrival in Montego Bay and misses the complementary shuttle service, he/she may **take a taxi at his/her own expense** from the Bus Depot to the relevant hotel.

If for any reason, a participant should arrive at the Norman Manley Airport in **Kingston**, transportation to Montego Bay is available **at the traveller’s cost** from:

Knutsford Express (a luxury bus)  
Fares: One way – USD29  
Round Trip USD58

## Visa Information

**It is the responsibility of each participant to make sure he/she gets all the needed visas (including transit visas) for Jamaica.** Participants have to ensure that their flight itinerary does not include stops in countries for which they will be required to have a transit visa that they will not obtain in time. They must ensure they have the required transit visas before booking the flight itinerary requiring stops in intermediary countries.

Participants must complete all formalities prior to their trip and all foreign citizens should hold a valid passport (more than six-month validity period). **Kindly note that Jamaican visas are not issued online.** Participants can access visa information on the Passport, Immigration & Citizenship Agency (PICA) web page ([www.pica.gov.jm](http://www.pica.gov.jm)).

Visas for participants can also be obtained at the port of entry. Foreign travelers will be required to fill in an immigration form upon their arrival.

To obtain visa at the port of entry, please send a scanned copy of your passport to:

### **Mrs Marie Lue**

Passport Immigration and Citizenship Agency  
25 Constant Spring Road  
Kingston 10  
[marie.lue@pica.gov.jm](mailto:marie.lue@pica.gov.jm)

Participants may contact the following officer at the Visa Unit that will answer any queries that they may have:

### **Mr Andrew A Wynter JP**

Chief Executive Officer (CEO)  
Passport Immigration and Citizenship Agency  
25 Constant Spring Road  
Kingston 10  
876 564 8278 (m)  
876 754 1265 (s/l)  
[andrew.wynter@pica.gov.jm](mailto:andrew.wynter@pica.gov.jm)

## Hotel and accommodation

Three hotels in the vicinity of the Conference venue have been selected by the organizers for participants' accommodation.

Sponsored participants, TTF Secretariat staff and Steering Committee (SC) members will stay at the Hilton Rose Hall. **Sponsored participants should NOT make a reservation at the hotel on their own.** The hotel has already blocked rooms for the sponsored participants on the list provided by the Secretariat of the Teacher Task Force. **Any extra cost incurred by sponsored participants will be at their charge.**

**SC members staying at the Hilton Rose Hall are expected to cover the full amount of their hotel bills and should make the hotel reservation on their own.**

Detailed information about the Hotels:

Hotel	Type of accommodation	Rates per night (USD)	Included in the rates	Contact person	Postal address, phone number, website	Distance to Conference venue
<b>Hilton Rose Hall Resort and Spa</b>	Single Double	250	Breakfast and dinner included	Sheree Bennett Reservations Agent <a href="mailto:Sheree.Bennett@hilton.com">Sheree.Bennett@hilton.com</a>	Rose Hall Main Road, Montego Bay Tel: +1 876-953-2650 <a href="https://www.rose-hallresort.com/">https://www.rose-hallresort.com/</a>	1 km
<b>Half Moon</b>	Single	220	Breakfast only	Ms. Vernice Dobbs <a href="mailto:vdobbs@halfmoon.com">vdobbs@halfmoon.com</a>	Rose Hall, Montego Bay Telephone : +1 800-626-0592 <a href="https://www.halfmoon.com/">https://www.halfmoon.com/</a>	3 km
<b>RIU</b>	Single Double	174 240	Breakfast and dinner included	Mr. Ivan Gonzalez <a href="mailto:groups08.cun@riu.com">groups08.cun@riu.com</a>	Mahoe Bay. Rose Hall - Ironshore P.O., Montego Bay Telephone : +1 876-940-8022 <a href="https://www.riu.com/">https://www.riu.com/</a>	6 km

Self-sponsored participants are informed to stay at any of the other two hotels listed above (Half Moon and RIU). **They will need to book their hotels as soon as possible, identifying themselves when doing their booking as : Participants in the UNESCO 11th Policy Dialogue Forum at the Montego Bay Convention Centre from 5 to 9 November 2018.** They should also inform the Task Force Secretariat accordingly. Upon arrival, self-sponsored participants will have to arrange for paying their hotel bills.

## Security

Montego Bay is considered a safe city with visitors from all over the world. However, participants are advised to be careful at all time.

For any private or individual activities you may want to undertake, especially outside the premises of the meetings (sightseeing, shopping, etc.), please check with the Information Desk for guidance and advice.

## Exhibition Stands

If you would like to share publications and/or materials of your country or organization with other participants at the exhibition stands of the Conference venue, packages should be sent directly to the following address for clearance at customs, by 24 September 2018:

The Director and Representative  
UNESCO Office in Kingston  
Conference Centre  
14-20 Port Royal Street  
Kingston  
Tel: 876 6305300

Please inform by email the following persons if you ship materials:

- Ms Ines Da Silva (TTF Secretariat) at [i.da-silva@unesco.org](mailto:i.da-silva@unesco.org)
- Ms Lucet Montgomery (UNESCO Kingston Office) at [L.montgomery@unesco.org](mailto:L.montgomery@unesco.org)

Boxes should be labelled: **“Teacher Task Force Policy Dialogue Forum”** as well as **“Diplomatic Pouch”** if sent by Diplomatic Pouch.

Publications in English, French and Spanish will be welcomed.

## Languages

The languages used at the meetings will be English, Spanish and French with simultaneous interpretation. Ushers will be available to all language groups

## Health

The Hotel has basic first-aid services.

Other medical care will be at the expense of the participants. All participants are personally responsible for any personal insurance against risks. Participants from countries where yellow fever is present will need to have their up-to-date yellow fever vaccination and health card.

## Insurance

Insurance for personal accident, medical emergencies, loss of luggage and currency and against any damage will be the responsibility of individual delegate.

## Banking and money services

### Local currency

**In Jamaica, the local currency is used for day-to-day transaction.**

However, participants may carry US dollars including small denominations. The common exchange rate is: **1 USD = \$J130 (may change)**. Money can be exchanged at the hotels, banks and at the legally authorized Exchange Bureaux.

Banks are open from 8:30 am to 2:00 pm, Monday to Thursday and from 8:30 am to 4:00 pm on Friday

## Voltage and Telephone services

### Voltage

Electrical power in is at 110 voltages (60 hertz). Plugs are of the American two-pronged variety.

## Telephone Services

- Telephone services are available at the hotels and restaurants. Pre-paid mobile telephone cards are available at hotels and local cellular shops. It should be noted that telephone services at hotel and restaurant are usually at expensive rates, so pre-paid mobile phone cards are recommended in case you want to make overseas call.
- Dialing is as follows:
  - (a) Local call: dial the number directly (876+);
  - (b) International call from Jamaica to: USA and Canada 1+area code+ number
  - (c) To other parts of the world, dial the international direct dial access (00) + country code + area code + number.
- For Canada and the USA: dial 1876+number

From other countries: dial the international direct dial access + country code (876) + number.

## Climate

During November, the average maximum and minimum temperatures are 30°C and 28°C. Appropriate light warm clothing is advised for the meeting rooms.

For more information, please visit: <https://www.accuweather.com/>

### Local time in Montego Bay is GMT -5 hours

If you have questions, please contact the following persons directly:

## Contacts at the Ministry of Education, Youth and Information of Jamaica

Issue	Name	Language	Phone	Email
General coordination	Dr. Winsome Gordon	English	8765647264	<a href="mailto:winsome.gordon@moey.gov.jm">winsome.gordon@moey.gov.jm</a>
Hotel Accommodation	Ms Angela Atkininstall Daley	English	8762788637	<a href="mailto:Angela.atkininstall-daley@moey.gov.jm">Angela.atkininstall-daley@moey.gov.jm</a>
Transport	Mr Carey Brown or Mr Steven Campbell, Iolyn Donald	English	8765643931 or 8762821359 or 8769228019	<a href="mailto:Carey.brown@moey.gov.jm">Carey.brown@moey.gov.jm</a> <a href="mailto:Steven.campbell@moey.gov.jm">Steven.campbell@moey.gov.jm</a>
Communication (press, etc.)	Mr Kerith Watt or Ms Kelveta Phillips	English	8769228019	<a href="mailto:Kerrith.watts@moey.gov.jm">Kerrith.watts@moey.gov.jm</a> <a href="mailto:Kelveta.phillips@moey.gov.jm">Kelveta.phillips@moey.gov.jm</a>

ICT support	Mr Abdul Barclay	English	8769228019	<a href="mailto:Dannielle.watson@moey.gov.jm">Dannielle.watson@moey.gov.jm</a>
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### Contacts at the TTF Secretariat and UNESCO

Issue	Name	Office	Email
General coordination	Mr Edem Adubra	Teacher Task Force Secretariat	<a href="mailto:e.adubra@unesco.org">e.adubra@unesco.org</a>
	Ms Fatou Niang		<a href="mailto:fa.niang@unesco.org">fa.niang@unesco.org</a>
Logistics, travel, payment	Ms Zenab Choug		<a href="mailto:z.choug@unesco.org">z.choug@unesco.org</a>
Exhibition stands, communications	Ms Ines da Silva		<a href="mailto:i.da-silva@unesco.org">i.da-silva@unesco.org</a>

**We look forward to welcoming you soon in Montego Bay!**