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| http://canto.org/wp-content/uploads/2016/11/uts-logo.png | BTP001 FD LOGO [SHORT_VERSION] |

**33rd Annual General Meeting**

**29th January – 31st January 2017**

**Renaissance Casino and Hotel,**

**Curaçao**

**Co-hosted by: UTS & BT&P**

**Instructions to Participants**

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| **AGM Registration Hours** | *1:00 pm – 5:00 pm*  *Saturday 28th January, 2017*  *9:00am – 4:00pm*  *Sunday 29th January, 2017* |
| **Registration Area** | ***Location: Foyer*** |
| **CANTO Secretariat** | ***Location: Board Room 1*** |
| **Dress Code** | *AGM Meetings - Business Attire*  *Opening Ceremony – Elegant*  *Monday Night Cocktails – AGM T-shirt and flip flops (Beach Event) – Infinity Beach (2nd floor)* |
| **Opening Ceremony & Cocktail Reception** | *Sunday 29th January, 2017*  *6:00pm - 7:00pm*  ***Location: Salon A,B,C***  *Cocktail Reception sponsored by* ***UTS & BTP***  *7:00pm -9:00pm*  ***Location:******Atrium*** |
| **Monday Night Dinner** | *Monday 30th January, 2016*  *6:45 pm – 9:00 pm*  ***Location: Infinity Beach (\*Beach Layout)*** |
| **AGM Proceedings** | *1:00 pm – 5:00 pm*  *Tuesday 31st January, 2017*  ***LOCATION: Atrium*** |
| **AGM Evaluation Forms:** | Please complete the CANTO 2017 AGM Evaluation Form and return to CANTO staff on *Tuesday 31st January, 2017* |
| **Committee Meetings:** | ***Monday 30th January, 2017***   |  |  | | --- | --- | | **1:00 pm – 2:30 pm** | **Technology Trends Committee Meeting -**  **Salon C** | | **2:30 pm – 4:00 pm** | **Regulations Committee Meeting**  **Salon C** | | **1:00 pm – 2:30 pm** | **Disaster Risk Management Committee Meeting**  **Salon A** | | **2:30 pm – 4:00 pm** | **Marketing and Communications Committee Meeting Salon B** | | **2:30 pm – 4:00 pm** | **Human Resource Committee Meeting**  **Atrium** | | **1:00 pm – 2:30 pm** | **Corporate Social Responsibility Committee Meeting – Salon B** | | **1:00 pm – 2:30 pm** | **Vendor/Supplier Committee Meeting**  **Atrium** | | **2:30 pm – 4:00 pm** | **Financial Advisory Committee Meeting**  **Salon A** | | **4:00 pm – 5:30 pm** | **Presentation of Committee Chairs Report to the Salon D** | |
| **VISA Requirements** | For a list of nationalities that do not require a visa to enter Curaçao please visit:  [http://www.Curaçao.com/en/directory/plan/know-you-go/entry-requirements/](http://www.curacao.com/en/directory/plan/know-you-go/entry-requirements/) |
| **Health Entry Requirements** | The Centers for Disease Control & Prevention (CDC) recommends Up-to-date routine vaccination for travel into Curaçao:  *The government of Curaçao requires proof of yellow fever vaccination****only****if you are arriving from a country with risk of yellow fever. This does****not*** *include the US. If you are traveling from a country other than the US, check this list to see if you may be required to get the yellow fever vaccine:*[*Countries with risk of yellow fever virus (YFV) transmission*](http://wwwnc.cdc.gov/travel/yellowbook/2016/infectious-diseases-related-to-travel/yellow-fever#4728)*.*  ***For full details visit:***  [*http://wwwnc.cdc.gov/travel/destinations/traveler/none/Curaçao*](http://wwwnc.cdc.gov/travel/destinations/traveler/none/curacao) |
| **Hotel Arrangements :**  *Renaissance Hotel & Casino* | *Participants are required to make their own reservations, by downloading the form available at:*  [*http://canto.org/events-conferences/annual-general-meeting-agm/hotel-information*](http://canto.org/events-conferences/annual-general-meeting-agm/hotel-information) |
| **Hotel Reservation Deadline** | *The cut-off date to make reservations is 13th January, 2017* |
| **Ground Transfers:** | *Taxis are available from Curaçao's major airport, Hato International Airport. Fates start from US$40* |
| **Hotel Check-in/Check out** | The hotel’s check-in time is 4.00 pm and check-out time is 12:00pm. |
| **Currency** | *The official currency of Curaçao is the*  *Netherlands Antillean guilder*  *US$ 1.00 = NAFl. 1.77*  *U.S. dollars circulate freely, so it is possible to get by using only American dollars or credit cards.*  *ATM machines can be found all over the island at major population centers and at the airport.*  *To recognize an ATM machine, look for the signs “****Bankomatiko****” or “****Geldautomaat****.” Most ATMs offer the option to withdraw in local currency or US dollars.* |
| **Language** | *Dutch, Papiamento, English* |
| **Emergency Contact Numbers** | *The local equivalent to the “911” emergency line in Curaçao is 917*  *Police & Fire Dept: 911*  *Ambulance: 912*  *Coast Guard: 913*  *Long distance operator: 021*  *Local phone numbers: 9221*  *International phone numbers: 022* |
| **Emergency Info - US Consulate** | United States Consulate General:  J. B. Gorsiraweg # 1 P.O. Box 158  Willemstad, Curaçao  TELEPHONE(+599) 9-461-3066  FAX(+599) 9-461-6489  EMAIL [infoCuraçao@state.gov](mailto:infocuracao@state.gov)  WEBSITE [Curaçao.usconsulate.gov](http://curacao.usconsulate.gov/)  For a listing of all other Consulates in Curaçao kindly visit [https://www.embassypages.com/Curaçao](https://www.embassypages.com/curacao) |
| **Explore** | Kindly visit <http://www.curacao.com/en/directory/do/> for a listing of activities to explore whilst in Curacao! |