



INSTRUCTIONS TO PARTICIPANTS

CANTO

Recommended Hotels:

Sheraton Puerto Rico Hotel & Casino
 200 Convention Boulevard
 Puerto Rico
 00907
 Tel: 1 787 993 3500

Important Rooms

CANTO Secretariat	San Geronimo Room
Registration	San Juan Foyer
Exhibition Hall	San Juan Grand Ballroom
Conference Room	Miramar 1, 2 & 3

Opening Ceremony:

Sunday 31st July, 2016
 6:00 pm
 Miramar 1, 2 & 3

Registration Hours:

*Delegates are **required** to check in onsite at the registration counter .*

Saturday 30 th July	10:00am - 5:00pm
Sunday 31 st July	8:00am -2:00pm
Monday 01 st August	8:00am -2:00pm
Tuesday 02 nd August	8:00am - 2:00pm



Board of Directors Meeting

Saturday 30th July
10:00am - 5:00pm
Sol Boardroom

Exhibition Hours

Sunday 31st Jul 7:30pm – 9:00pm
Monday 1st Aug 1:30pm - 5:00pm
Tuesday 2nd Aug 1:00 pm – 5:00pm
Wednesday 3rd Aug 9: 00 am - 2:00pm

Internet

Free Wireless Internet in the Exhibition Hall and Meeting Rooms will be provided throughout the Conference.

Dress Code

Opening Ceremony	Business Attire
Conference Meetings	Business Attire
Wednesday	Conference polo shirt <i>(Provided in conference bags).</i>
Nightly Social/networking	Elegantly Casual
10 th Annual HR Forum	Business Attire
3 rd Annual Sales Marketing & Customer Care Forum	Business Attire

Food & Beverage

Refreshments will be served during the morning and afternoon coffee breaks. Please see the [conference agenda](#) for meal times and room location.

Social Events:

Nightly networking dinners

CANTO SOCIAL SITES

Event Webpage	CANTO 2016
CANTO Mobile App	Download the App
Twitter:	@CANTO ICT
Twitter Hash tag	#CANTO2016
Facebook:	www.facebook.com/Canto
YouTube	CANTOICT
LinkedIn	CANTO Caribbean



**CANTO SECRETARIAT
Contact Information**

CANTO

Tel: 1 868 622-3770/4781/0929/

Fax: 1 868 622-3751

Teresa Wankin, Secretary General

Mobile: 1 868 735-1010

Email: twankin@canto.org

Tricia Balthazar, Service Development Manager

Mobile: 1 868 706 9787

tbalthazar@canto.org

Jimmy Rodrigues, Finance & Administrative Manager

Mobile: 1 868 355-1550

jrodrigues@canto.org

Carmen Ramlal

cramlal@canto.org

Gloria Manzano

gmanzano@canto.org

Gail Edwards

gedwards@canto.org

Lianne Dieffenthaler

ldieffenthaler@canto.org

Andrea Lewis

alewis@canto.org

Vydia Bhagan

vbhagan@canto.org



INFORMATION ON PUERTO RICO

COUNTRY CODE	+1 787 or +1 939
CAPITAL	San Juan is the capital of Puerto Rico and the most populous municipality in Puerto Rico
CLIMATE	The climate is Tropical Marine, Puerto Rico enjoys year round summer temperatures, an average annual temperature of 80°F (26°C).
TIME ZONE	Atlantic Standard Time (AST), which is one hour later (+1) than Eastern Standard Time (EST) and four hours earlier (-4) than Greenwich Mean Time (GMT). Puerto Rico does not observe Daylight Savings Time.
LANGUAGE	Spanish and English are the official languages, but Spanish is without a doubt the dominant language. English is spoken by about 1/4 of the population-with limited capabilities. English is required in all federal matters. English is spoken in all major tourist areas (80% Spanish, 20% other).
CURRENCY	US Dollar (US\$)
EMERGENCY NUMBERS	911
EMBASSY & CONSULATES	For a full listing of embassies and consulates within the US kindly visit: http://embassy.goabroad.com/embassies-in/puerto-rico
AIRPORT FEES	Cost of trip from the Luis Muñoz Marín International Airport to the Sheraton Puerto Rico Hotel & Casino using CANTO 2016 Taxi preferred taxi Dragonfly Tours & Taxi is approximately US\$22.00 return. To enjoy this special delegates must register and pay in advance Book Taxi Here