



## INFORMATION BULLETIN

### 3<sup>rd</sup> Steering Group Meeting of the “Asset Recovery Inter-Agency Network Caribbean” ARIN-Carib April 24-25, 2018

#### 1. CONTACT INFORMATION

The meeting will be coordinated by the Department against Transnational Organized Crime (DTOC) and the ARIN-Carib Secretariat.

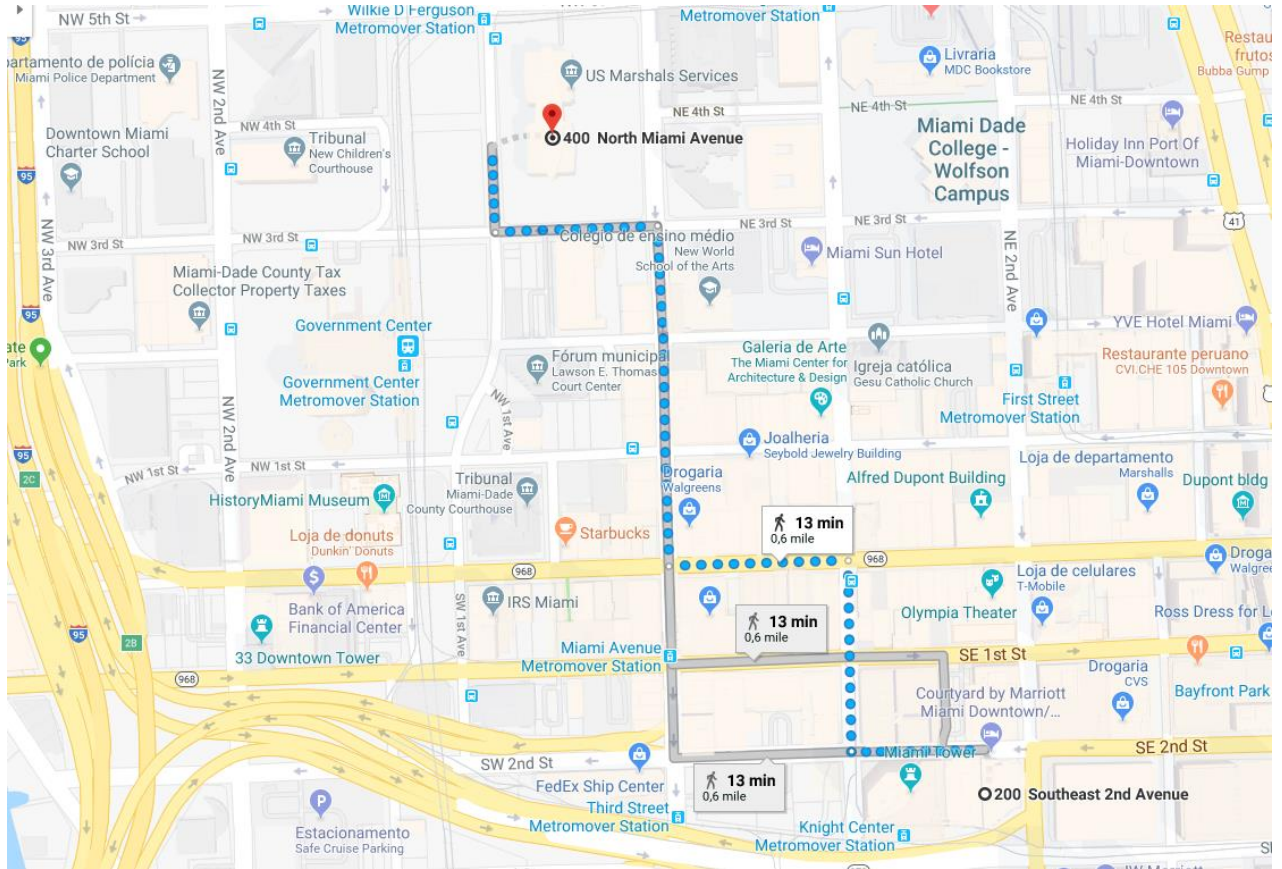
If you have any questions or concern regarding this activity, please do not hesitate to contact:

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KMoraes@oas.org
- Mr John Grajales  
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#### 2. VENUE AND DATE

The meeting will be held at the US Marshall's Office on **April 24-25, 2018**, in Miami, Florida – United States, located at 400 North Miami Ave.

Participants will be accommodated at the Courtyard by Marriott Downtown / Brickell Area, located at 200 SE 2nd Avenue, Miami, FL 33131.



- Tel: +1 (305) 374-3000
- For more information, please see:  
<https://www.marriott.com/hotels/travel/MIADT-courtyard-miami-downtown-brickell-area/>

## 2. AIR TICKETS

Prior to the meeting, all delegates that are funded by the OAS will be provided with a flight itinerary from their home country to Miami. This reservation is only valid for 24 hours after it is emitted.



For that reason, we kindly ask participants to, as soon as they receive their itinerary proposal, check that their personal information is correct and approve the itinerary so it can be purchased within 24 hours.

**If you wish to change your itinerary, you may do so on your own expense after the ticket is purchased by OAS. You can contact the airline directly with your locator number and choose your seats and/or change your flight.**

### 3. PER DIEM

All participant costs associated with the workshop will be covered by the OAS. Accommodation and breakfast were already negotiated directly with the hotel. Per diem checks will be provided to cover lunch, dinner and incidentals for the days of the trip.

Participants coming from countries where the OAS holds a National Office will be contacted by the OAS National Offices in their countries explaining how they will receive their terminal expenses<sup>1</sup>. Participants from no-OAS countries<sup>1</sup> will receive the values through wire transfer to the bank you previously informed us.

The following are amounts each participant will receive:

Per diem - 3rd ARIN-Carib Steering Group Meeting					
	23-Apr	24- Apr	25- Apr	26- Apr	Total
Breakfast	\$ 19.49	\$ -	\$ -	\$ -	
Lunch	\$ 19.49	\$ 19.49	\$ 19.49		
Dinner	\$ 38.98	\$ 38.98	\$ 38.98		
Incidentals	\$ 19.49	\$ 19.49	\$ 19.49	\$ 19.49	
Total	\$ 97.45	\$ 77.96	\$ 77.96	\$ 19.49	\$ 272.86

<sup>1</sup> The list of OAS Country Offices in the Member States is available at: <http://www.oas.org/en/about/offices.asp>



Additionally, we will provide each participant funded by the OAS with terminal expenses to cover the round trip home-airport-home in their home countries and airport-hotel-airport in Miami.

#### 4. ACCOMMODATION

All participants funded by the OAS that are travelling to Miami will have a **single room** booked at the **Courtyard by Marriott Downtown / Brickell Area** (see hotel details above). The OAS will settle the bill for these rooms directly with the hotel.

Any additional room charges incurred by participants (*room upgrades, room service, minibar, laundry, telephone calls, etc.*) **must** be settled by participants directly with the hotel prior to leaving Miami. Payments should be made at the Reception Desk in the hotel's lobby utilizing any payment method which the hotel accepts.

#### 5. ENTRY AND DEPARTURE REQUIREMENTS

The United States Government requires travelers to present a passport, which must have a minimum validity of six months, and a copy of their round-trip ticket. All international visitors or foreign citizens, except those whose countries are members of the Waiver Program (traveling only with a valid passport) need a valid visa to enter the US. Without this document, the immigration service will not allow entry into U.S. territory.

It is recommended that delegates, observers, representatives of international organizations and other participants apply early and check with the embassy or consulate of the United States of America in their countries about visa requirements for each particular country in order to enter the US. For more information visit the website <http://www.travel.state.gov>.

#### 6. MEALS

The workshop organizers have negotiated with the hotel to provide a breakfast buffet for participants funded by OAS. Lunch and dinner are free of schedule and each participant will be provided with the correspondent per diem rate to cover it.



Any additional meal charges incurred by participants (extra meals, room service, beverages, etc.) must be settled by participants directly with the hotel prior to leaving Miami. Payments should be made at the Reception Desk in the hotel's lobby using any payment method which the hotel accepts.

## 8. TIME

Miami keeps EDT (Eastern Daylight Time) UTC/GMT- 4 hours Zone in April.

## 9. WEATHER

The weather in Miami in April is warm and humid, with a high probability of rain. You can expect a pleasant 20°C / 68° F average during the day, with a high of around 28°C / 82° F.

Local and international weather updates from the World Meteorological Organizations can be found at: <https://www.accuweather.com/en/us/miami-fl/33128/month/347936?monyr=4/01/2018>

## 10. HEALTH

We encourage you to visit the websites of the Centers for Disease and Control Prevention (CDC) – <https://wwwnc.cdc.gov/travel/destinations/traveler/none/united-states> - and the Pan-American Health Organization [www.paho.org](http://www.paho.org) – for the latest updates and travel advice prior to your travel. It is recommended that all participants travel with international medical insurance.

## 12. ELECTRICITY

Electric power in Miami is 110 volts.

## 13. EMERGENCY CONTACTS

### Emergency Telephone Numbers:

- POLICE/ FIRE/ AMBULANCE – 911
- POISON CONTROL – (800) 222-1222



### Medical Facilities:

- Mount Sinai's International Patient Center - 305-674-2150; [internationalcenter@msmc.com](mailto:internationalcenter@msmc.com)  
<https://www.msmc.com/international-patient-center/>

## **14. PERSONAL SAFETY**

Crime does exist in Miami, so you are advised to maintain at least the same level of personal security awareness as you would anywhere else. Avoid walking alone in isolated areas, including beaches, particularly after dark. Do not carry large amounts of cash or jewelry. Valuables and travel documents should be left in safe keeping at the hotel.

## **15. CUSTOMS**

Prohibited items refer to articles that are banned from entering the United States while restricted items are goods that require permits/licenses to enter the country. For more information please check: <https://www.cbp.gov/travel/us-citizens/know-before-you-go/prohibited-and-restricted-items>

## **16. THINGS TO DO IN MIAMI**

Miami has haute couture, retail markets, designer boutiques and bargain outlets throughout the city. While the combination of the meeting agenda and travel arrangements will not allow much time for traditional tourist activities, the website Visit Florida – <http://www.visitflorida.com/en-us.html> - provides helpful information on things to do in Miami.