

ANNUAL MEETING OF CDB BOARD OF GOVERNORS

PROGRAMME AND REQUIREMENTS

1. **Dates of Meeting and Programme Outline**
The dates proposed for the meetings are:

| DATE | TIME | EVENT |
|-----------------|--|--|
| One week before | | Including pre-BOG activities such as Vybzing and other seminars |
| SUNDAY | | Arrivals. Secretariat staff arrive during the preceding week |
| MONDAY | 9.00 a.m. | Board of Directors Meeting |
| TUESDAY | 9.30 a.m. 10.15 a.m. 2.30 p.m. 7.30 p.m. | Procedures Committee Special Development Fund (SDF) Annual Meeting of Contributors Country Committee Meetings William G. Demas Memorial Lecture |
| WEDNESDAY | 9.30 a.m. - 12.00 a.m. 2.00 p.m. 4.00 p.m. | Opening Ceremony of the Annual Meeting Board of Governors and Directors Photograph Opportunity Lunch Seminar 1 (Board of Governors Seminar on a selected topic) Seminar 2 (Board of Governors Seminar on a selected topic) |
| THURSDAY | 9.30 a.m. 11.45 a.m. 12.30 p.m. | Seminar 3 (Board of Governors Seminar on a selected topic) Closing Ceremony Media Conference |
| FRIDAY | 9.30 a.m. | Tour Departures |
| SATURDAY | | Departures |

2. **Conference Coordinator** to be named by **Host Government**. This person will be the contact person with CDB during the preparatory phase as well as during meetings.
3. **Delegates Handbook**
This Handbook will be **drafted by CDB** and sent by mid-December of the year preceding the Annual Meeting to **Host Government** for comment and returned to CDB by mid-January. A provisional handbook will be completed by mid-January and a final version will be available by early April.

4. Official and Suggested Social Functions

The venues for official and social functions should be identified for inclusion in the Delegates Handbook. These functions would include the following:

| DATE/FUNCTION | HOSTED BY | APPROX NOS. | INVITATIONS | LOCATION |
|---|---|-------------|-------------|----------|
| MAY (MONDAY) | | | | |
| 12:30 pm Board of Directors Lunch | Director & Alt. Director for Host Country | 65 | 75 | |
| 7:30 pm Cocktail Reception | | 150 | 250 | |
| MAY (TUESDAY) | | | | |
| 9:00 am Procedures Committee; and 1:00 pm SDF Lunch | President, CDB | 130 | 150 | |
| 7:30 pm W. G. Demas Lecture | CDB | 200 | 500 | |
| MAY (WEDNESDAY) | | | | |
| 9:30 am Opening Ceremony | | 300* | 400 | |
| 12:00 pm Lunch for Governors (Chairman's Lunch) | Chairman of the Board of Governors & Governor for Host Country | 30 | 40 | |
| 12:00 pm Lunch for other Delegates & CDB staff | Usually by Central Bank and/or commercial banks in Host Country | 250 | 300 | |
| 7:30 pm Official Evening – Cultural Function | Host Government | 300* | 450 | |
| MAY (THURSDAY) | | | | |
| 1:00 pm Lunch | Host Government/Hotel Association | 250 | 300 | |
| 7:30 pm Social Function (Wrap Event) | Funded by CDB organised by Host Government | 200 | 250 | |
| MAY (FRIDAY) | | | | |
| 9:00 am Tour/Other Outdoor Event Lunch would be provided | | 125* | 100* | |

* Not inclusive of guests of Host Country

5. Social Programme for Accompanying Persons (Provided by *Host Government*)

The Board of Tourism or other appropriate institutions should be asked to arrange for daytime activities (tours, shopping, etc.). Programme for Accompanying Persons (approximately 35 persons) should be prepared and presented to CDB *in March* for inclusion in the Delegates' Handbook. The President's wife usually hosts the luncheon on Tuesday. Wednesday is usually the shopping day after the accompanying persons have attended the Opening Ceremony. Thursday is usually a full day of activities including a sponsored lunch.

6. **Refreshments (Provided by *Host Government*).**

Coffee, tea, juice to be provided at the Conference as required on:

| | | | |
|------------|------------|---|---|
| Monday: | 10:30 a.m. | | coffee/tea/juice/snacks (60-65 persons) |
| | 4:00 p.m. | | coffee/tea/juice (60-65 persons) |
| Tuesday: | 10:30 a.m. | - | coffee/tea/juice/snacks (100 persons). |
| | 4:00 p.m. | - | coffee/tea/juice (100 persons) |
| Wednesday: | 11:15 a.m. | - | coffee/tea/juice/snacks (250-300 persons) |
| | 4:00 p.m. | - | coffee/tea/juice (100 persons) |
| Thursday: | 11.00 a.m. | - | coffee/tea/juice/snacks (150 persons) |
| | 4.00 p.m. | | coffee/tea/juice (if the meeting continues, 100 persons) |

Day-to-day requirements to be confirmed. Buffet style, optional.

7. **Venue (Floor Plan required)**

(a) **Conference Requirements**

- (i) **Board of Directors' Meeting:** Seating capacity 60-65. Horseshoe/Boardroom style. Seating with tables for Directors, seats for Advisers behind Directors (20); and seating with table for CDB staff (20). Set up on Sunday.
- (ii) **Procedures Committee Meeting:** Seating capacity 80-85. Horseshoe-style. Seating with tables for Procedures Committee. Seating for Advisers behind Governors (32), and Head Table for 5 persons. Set up on Monday. Meetings (ii), (iii) and (iv) can be held in the same location.
- (iii) **SDF Meeting:** Seating capacity 80. Horseshoe-style. Seating with tables for SDF Contributors and Head Table for six (6) persons. Set up immediately after the Procedures Committee.
- (iv) **Governors' Discussion Session:** Seating capacity 90-100. Horseshoe style. Seating arrangements same as for Procedures Committee.
- (v) **William G. Demas Memorial Lecture:** Seating capacity 175. Theatre style. Area for VIP Lounge/Holding Room.
- (vi) **Youth Forum – Five (5) Group tables of eight (8). Head Table.**
- (vii) **Board of Governors Meeting:**
 - *Opening Ceremony:* Area approx. 8,500 ft². Seating capacity 300-350. Horseshoe style. Seating (armchairs) with tables for seating 42 Governors and Alternates. Seating for Advisers (50) behind respective Governors.

- A Head Table with 6 armchairs for Chairman of the Board of Governors, President, Vice-President (Corporate Services) and Bank Secretary, Vice-President (Operations), Assistant Bank Secretary and Host Country Representative.
- Seating with tables (60) for Observers on either side of horseshoe behind Governors and Advisers.
- Seating with tables for 20 CDB staff to stage right of room, preferably near to the Head Table.
- Reserved Seating theatre style (80) for CDB Special Guests and Spouses of Participants.
- Seating theatre style for guests of Host Country to Opening Ceremony.
- Seating (10) for Press during Opening and Closing Ceremonies.
- Seating (3) for President's Secretary and Vice-Presidents' Secretaries.
- Space allocated in the floor plan for the placement of two teleprompter glasses.
- *Seminars*: Seating capacity 160-180. Theatre/Seminar style for delegates.
- *Closing Ceremony*: Seating capacity 140 (including press). Seating format same as for Plenary Sessions.

(vii) Other Requirements

- Tables, chairs, conference-type public address systems, recording and multi-media facilities,
- Appropriate floral arrangements
- Lectern or podium.
- Flag stands for 27 flags.
- Name Plates for Head Table, Countries and Observers. (Provided by CDB)

(viii) Public Address System (Provided by **Host Government**)

37 microphones (one for each Governor); **OR** 29 microphones (one for two Governors). These figures include 4 for Head Table, 1 for podium and 3 for Staff table and 3 cordless microphones. This PA system is required for ALL meetings.

- The microphones should be setup so as to be independently controlled for volume/levels.

(ix) **Recording Facilities (Provided by *Host Government*)**

The recordings should be in MP3 format with CD quality.

Continuous recording and technical staff are required for ALL meetings, discussion sessions and the William G. Demas Memorial Lecture. Recordings are to be provided to the Head of Communications within three hours of the end of each event.

NB: It is important to ensure efficient and reliable recordings as these constitute the corporate records of the Bank. Equipment must be set up and tested by Sunday. Facilities for quick play-back are required in case any section of the proceedings needs to be reproduced immediately.

Two (2) large screens 12"x10"- (1) 46" flat screen for head table. Overhead projector or other similar operations for 3,000 lumines. Two (2) Laptops. Minimum of 3X3 Matrix switch to drive Displays.

(x) **Video Camera - Recording of Governors making their speeches.**

- (b) **Offices:** See paragraph 10 for details of furniture and equipment and paragraph 30 for telephone requirements. Furniture provided by *Host Government*. All offices should be ready for use seven (7) days before the date of the Annual Meeting.

| No of Rooms | Function | |
|-----------------|---|---|
| 6 | Conference Secretariat: Area approx. 2,000 ft ² . It is preferable that these rooms, referred to as "the Conference Secretariat", be adjacent to each other. Registration should take place in a secure area to ensure the safekeeping of brief bags and tokens. | <ul style="list-style-type: none"> ▫ Word Processing Centre ▫ Print Room ▫ Registration ▫ Communications & Accounts ▫ Local Secretariat ▫ IT Office |
| 1 | Chairman | |
| 1 | President | |
| 1 | Vice-President (Corporate Services) and Bank Secretary | |
| 1 | Vice-President (Operations) | |
| 1 | Assistant Bank Secretary | |
| 1 | Secretary to the President & Advisor to the President | |
| 1 | Secretary to VP (CS) & Bank Secretary | |
| 1 | Secretaries to VP (Operations) & Director, Projects Department. | |
| Total 14 | | |

Auxiliary Rooms

| No Rooms | Function |
|----------|--|
| 1 | Caucus Room for Governors: Area approx. 800 ft ² . Also to be used as Governors' Lounge. Furnished with lounge chairs and coffee table. |
| 1 | Staff Meeting Room with table. Seating capacity 30. |
| 2 | Meeting Rooms with tables. Seating capacity 15. |
| 1 | Security |
| 1 | Liaison & Transportation Officers |
| 1 | Press Room: Furnished |
| 1 | Medical Services |
| | Travel Desk |

All signage for rooms are to be provided by the Host Government.

8. Electricity Supply

- Adequate lighting and power supply for machines and equipment to function without overheating will be required for offices. Indicate cycle and voltage. Lamps for workstations.
- There must be a clean, steady source of electricity for the meeting room, along with appropriate back up. A clean steady source is important to avoid damage to sensitive equipment.

9. Delegates' Bags

CDB to provide 300 of which 33 special bags will be for Governors, the President, Vice-President (Corporate Services) and Bank Secretary and Vice-President (Operations).

10. Conference Secretariat: (Facilities and equipment provided by **Host Government**)

(a) Equipment

- (1) One (1) large photocopier with professional finishers with the capability to collate, stack, duplex, staple and be able to feed from more than one tray in a single operation (e.g., pre-printed sheets in one tray and plain sheets in another), capable of at least sixty (60) copies per minute.

Heavy Duty Staple Machine. Capable of stapling a minimum of fifty (50) sheets of 80 gm of Xerox paper.

Heavy Duty Three-Hole Punch. Capable of punching a minimum of thirty-five (35) sheets of 80 gm Xerox paper.

- (2) Steel Ruler.

- (3) 1 guillotine.

(4) 1 table-top photo-copy machine equivalent to XEROX 123.

(5) 2 large and 2 small shredders.

(6) Surge protectors for use with computer equipment.

All equipment should be installed and in working order six days before the start of the Meetings. Technicians for copying machines, collators and computers are to be available at all times, including after normal working hours on weekdays and on weekends. Adequate supplies of toner and other supplies for photocopiers, printers, computers and special papers for copiers and printers should be available.

(b) Furniture for Secretariat

- 8 workstations for computers with appropriate chairs
- 8 desks and chairs
- 2 executive chairs
- 6 extra chairs
- 2 chairs for Registration
- one 3-drawer cabinet for confidential documents
- one stationery cabinet for Word Processing Centre
- one 2-drawer cabinet for Accounts Office
- 1 table/desk for Registration
- 2 printer tables
- 8 desk lamps
- 4 trestle tables 2'6" x 6' for Print Room and 6 for Registration and for 4 for photographic display
- 2 large wastepaper baskets and garbage bags for Print Room
- 2 average size wastepaper baskets and garbage bags for Word Processing Centre
- 1 average size wastepaper basket and garbage bags for Registration

(c) Stationery

List of stationery to be provided by the **Host Government** is attached at Appendix 1.

(d) Computer Equipment

Hardware

| Qty | Description |
|------------|--|
| 3 | Networked laser printers. |
| 1 | Networked color laser printer. |
| 1 | AC power protection (UPS) for switches, wireless access points, routers and other computer equipment without battery backup. |

Virtualization Server Minimum Specs

- CPU - 4 cores, 3 GHz or faster
- 16GB RAM
- 1TB free RAID -5 partition (prefer 10K drives, 7.2 K minimum) separate from OS partition
- At least 2 USB -3 ports
- DVD drive
- 2 x 1GB NICs
- Redundant power
- 17" monitor

Minimum Printer Specifications

| | |
|----------------|--|
| Printer Type | B&W Laser |
| Media Sizes | 8.5 x 14 in, 8.5 x 11 in (Dedicated trays) |
| Tray Capacity | 250 Sheets |
| Speed | 40 PPM |
| Duplex Capable | (Not required) |
| Interfaces | Ethernet , USB |
| | |

Miscellaneous Equipment

- (23) Mouse(s) optical with mouse pads

Donations:

CDB donates approximately nine (9) computers to selected organizations in the host country. The above equipment is delivered to the meeting site (the hotel) the Monday before the week of the meetings.

Laptop Minimum Hardware Specs

- Windows 8 Pro 64-bit
- CPU – Dual core, 2.4 GHz
- 6 GB RAM
- 320 GB hard drive
- 16" screen with full sized keyboard
- 8x CD/DVD burner
- Wireless (g/n)
- Security cable lock

IT Infrastructure Workstation Configuration

The host country is responsible for providing the following equipment, software and network services. All computers must have the configuration indicated below as a minimum. If desktop computers are provided, UPS protection must be provided to each desktop.

Network Services to be setup by Host Country

- Three separate and distinct networks are to be setup for the meeting. VLANS may be used and separate SSIDs broadcasted.
 - (1) -Wireless Public Network coverage for entire conference area particularly in the main meeting room and foyer areas. The system should be designed to accommodate 600 device connections.

- (2) - CDB Network to be used for CDB equipment only.
- (3) - Streaming/video conference network accessible in main meeting location and location identified for APEC meeting(s).
- Each machine on the CDB Private Network must be able to print to the two nearest printers.
- Internet connectivity for specified network devices/ workstations.
- Symmetrical 15Mbps low latency direct internet connection
- Symmetrical 15Mbps VPN
- Public Internet access for all conference areas.
- Mechanism to optimize and prioritize traffic based on rules specified.
- Internet Café with wireless access for 3 computers.
- User support for the above activities.

Software Support and Services provided by CDB

- Windows 7 Professional SP1 64 bit
- Microsoft Office Plus 2013 (Excel, word, PowerPoint, Outlook)
- Internet Explorer 9
- Adobe Acrobat Reader 11.0 or later
- Up-to-date and reliable antivirus protection with auto updates
- Internet access
- Desktop Icons as indicated by CDB
- Printing to nearest 2 printers

Desktop Computer Software/Services provided by CDB

- Checkpoint Secure remote R75
- Citrix Receiver 3.3 or later

Activities to be handled by CDB

Installation and configuration of:

- (a) The Citrix environment for workstation access
- (c) Conference Meeting Registration System (Cvent)
- (d) Live Video Streaming services via the internet
- (e) Communications Solutions for the CDB staff
- (h) Setup VPN arrangements

Host Country Responsibilities.

- Setup of networks according to the detailed specifications to be provided based on initial visits.
- Continuous power supply and protection for the network and other critical components.
- Reliable and responsive internet connectivity to all devices on the network.
- Reliable and accessible power for computer equipment.
- Install and configure wireless as specified for conference meeting areas.
- Install and maintain Antivirus software protection and other security parameters to ensure the security of the network.

- Record and report on user Service Requests and Incidences affecting availability or performance of the Network services provided.
- Resources to support the installed network for the duration of the meeting. Date and times to be provided.
- Provide and setup equipment to support live streaming with hosted providers and online video and or telephone conferences in the main meeting area.

11. **Hotel Accommodation (rooms block-booked by *Host Government*)**

Approximately 300 rooms, inclusive of offices, are required at maximum occupancy over the period of the Meetings. Occupancy rises on a staggered basis to approx. 270 to peak on Tuesday, the night before the Opening Ceremony.

Host Government should inform CDB by November of the final agreement for hotel accommodation, especially the agreed group room rates for the meeting.

All delegates are responsible for their individual hotel reservations which are made through CDB's Annual Meeting web page. All delegates are responsible for settling their accounts with the hotel.

(a) Rooms

- (i) The number of suites required for Heads of Government (included in maximum booking) will be advised as soon as CDB has received confirmation of attendance.
- (ii) Day-to-day requirements for rooms will be advised closer to the time of the meetings.

(b) Hotel rates, preferably on the European Plan (EP)

In accordance with Article 55 (1) of the Agreement establishing CDB, the **Host Government** provides CDB with an exemption from the hotel accommodation tax in respect of charges borne by CDB in meeting the cost of accommodation for Governors, Directors, Alternates and Staff at the Annual Meeting and on food and beverage for functions hosted by CDB.

CDB will make a formal request by late October of the year preceding the year of the Annual Meeting, and would appreciate if **Host Government** confirm by late January that they had made appropriate administrative arrangements for waiver of any tax on hotel rooms for the Officials and Staff attending the meetings; and of tax on food and beverage for functions hosted by CDB. CDB would provide a list of such persons and functions closer to the meeting dates.

(c) Indicate:

- Room tax
- service charge
- single - EP (no meals)
- double - EP (no meals)

- Suites - single, double - EP (no meals)
- (d) Hotel Meals: Indicate average price:
- Breakfast
 - Lunch
 - Dinner
- (e) Banquet Facilities: Rates, menus and venues, to be identified.
12. **Medical Services** at Hotel: To be identified for inclusion in the Delegates Handbook/
- Doctor on Call: Name, Telephone Number, etc. to be advised.
 - Nurse on Call: Name, Telephone Number, etc. to be advised.
 - Other health facilities to be provided.
13. **Liaison Services** (provided by *Host Government*)
- (a) A Chief Liaison Officer and Assistant Liaison Officer.
- (b) Liaison Officers (at least 35):
- (i) to assist delegates on arrival and departure in clearing Immigration and Customs;
 - (ii) to escort Governors and VIPs to the VIP Lounge and for the usual courtesies to be accorded to such persons on arrival and departure; CDB will indicate to the *Host Government* persons given VIP status;
- Host Government* may wish to have special arrangements (e.g. dedicated stations) to deal with arrivals/departures for the meetings.
- Liaison Officers posted at the airport to meet CDB delegates should be clearly identified with appropriate signage. *Host Government* must make back-up arrangements for unscheduled arrivals.
- (iii) to assist delegates in conference registration at the Meeting Secretariat;
 - (iv) to usher at Opening Ceremony and William G. Demas Memorial Lecture (at least 6 persons);
 - (v) to assist delegates with airline bookings and reconfirmation of flights; and
 - (vi) assist delegates generally in obtaining transportation and, where possible, with personal requirements.
- A Liaison Station could be set up and identified in the Lobby outside the main Conference Room while Meetings are in progress and until the departure of delegates, to facilitate easy access to liaison officers by Participants.
14. **Auxiliary Staff** (provided by *Host Government*)
- (a) On the two days of the Annual Meeting, 1 person in the Conference area to take messages to delegates, circulate documents, liaise with Conference Secretariat.

- (b) 1 person to assist in collating documents on the Tuesday, Wednesday and Thursday of the week of the Annual Meeting.
- (c) 1 photocopier operator on Tuesday, Wednesday and Thursday of the week of the Annual Meeting.

15. **Translation Services** as required (provided by *Host Government*).

16. **Transportation** (provided by *Host Government*)

The *Host Government* will be responsible for transportation of delegates to and from the airport and official functions. A Transport Officer should be appointed with responsibility for all transportation requirements.

Cars for Prime Ministers/Heads of Delegations and VIPs should be provided. Four (4) cars will be specifically allocated to CDB for the President, Vice-President (Corporate Services) and Bank Secretary and Vice-President (Operations). Two (2) vehicles; one for use by the Secretariat and another for use by the CDB Communications team are to be provided at least 10 days before the date of the Annual Meeting.

17. **Security** (provided by *Host Government*)

The *Host Government* provides special security for Heads of Government and other VIPs. A list of these persons, with the dates and times of arrival will be provided by CDB as the information becomes available. These persons could be allocated rooms on the same floor. Security is also provided in the Meeting Room, the Conference Secretariat and at the hotel.

18. **Air Transport:** Main Airline links and flight schedules from USA, Canada, Latin America, and Caribbean should be identified.

19. **Freight:**

CDB is responsible for freight from Barbados to Host Country and *Host Government* (optional) from Host Country to Barbados

By the end of March, CDB must be advised of the name and contact information of the officer appointed by the Host Country with responsibility for shipping/freighting. That person would be responsible for making arrangements for clearing and safe-keeping of the items shipped and/or air-freighted by CDB. The shipment consists of documents, flags, stationery and in some cases equipment.

The *Host Country* must advise CDB by early March of the **Customs and Excise Requirements**, particularly where the freighting of equipment is involved.

20. **Identification Stickers and Signage**

CDB will provide stickers for delegates' luggage and identification badges for all delegates, staff and media personnel.

Signs: *Host Government* will provide signs for offices, conference rooms, registration and secretariat. Signage would be based on the conference logo. The Conference logo is to be developed by the Host Government and CDB. The process is to be initiated immediately after the first site visit.

Host Government will provide direction signs to the various offices, etc.

Host Government should provide stickers for vehicles.

21. **Printing:**

If required, CDB will undertake the printing of Official Programmes, Delegate's Handbook and Governors' Notepads.

22. **Invitations:**

- (a) **Host Government** will print all invitations to official functions (see Appendix 2). These invitations should be ready by April 15.
- (b) Invitations to local guests attending the Opening Ceremony and Official Government functions are the responsibility of **Host Government**. The Assistant Bank Secretary is to be advised of the numbers involved for each function.
- (c) CDB is responsible for invitations to delegates and staff for the Opening Ceremony and all other official and social functions. The **Host Government** may wish to include special guests to the Chairman's Lunch and therefore should inform CDB of the names and titles of the invited guests. The **Host Government** will be responsible for the delivery of those invitations to the specially invited guests.

23. **Protocol**

The **Host Government** is responsible for protocol affecting the local guests at official social functions and advise CDB as it sees fit. CDB is responsible for protocol affecting Delegates. A protocol point person is to be identified and contact made between Head of Corporate Communications of CDB and CDB's Assistant Bank Secretary by January 2015.

24. **Publicity (Host Government/CDB)**

The local media - press, radio, television - are to be invited to the Opening and Closing Ceremonies of the Board of Governors' Meeting.

- A Press Liaison Officer should be appointed by the **Host Government** and CDB should be advised of his/her name and telephone number by January of the year of the Annual Meeting. He/she will liaise with CDB's Head of Communication.
- A press room equipped with all relevant equipment should be set up by the Host Government and all media invited to use the facilities.
- By end April event a media strategy will be developed by CDB's Head of Communications which will indicate details of the coverage requirements. The State media is invited to facilitate interviews of CDB President; William Demas Lecture Guests and other delegates as indicated. The Meetings will present opportunity for content that can meet the needs of a wide audience.

25. **Flags (Host Government/CDB)**

- (a) Twenty-seven (27) flagpoles for member countries' flags (5'x3') and CDB's standard are required in the Annual Meeting Room. CDB will supply all internal flags.

- (b) Twenty-seven (27) flagpoles for external flags (6' x 4') either at the Hotel (preferably), or the Conference site if it is not the same as the Hotel. CDB will supply a set of external flags.
- (c) **Host Government** may exercise the option to display member countries' flags at the airport.

26. **Exhibition Area**

There are two distinct exhibition opportunities.

One for the CDB: We are requesting that the Host Country secures and mounts three (3) LED screens, minimum 32" for displaying: notices about the Annual meeting; CDB publications; videos and presentations on the work of the CDB. LED TVs provided should be formatted for digital presentations. Multimedia devices should also be provided that can play a range of files and formats such as (CDs/DVDs, thumb drives, MP3, Jpg, Prezi etc.).

The Second for the Host Country: Here, the host country can showcase any aspect of culture, business, or other area of pride that the Host Country wishes to project to the captive audience of the Annual Meeting. The exhibit should not overpower or compete with the CDB exhibition and could be placed in a separate area. Location and style of exhibit is to be discussed with CDB's Head of Communications.

27. **Fax facilities**

The machine will be under the control of CDB Staff in charge of the Secretariat. Delegates will be charged for use of fax facilities.

28. **Telephone Facilities**

- Barred lines in all the offices.
- Phone lines as required for Computer Equipment [see Paragraph 11(a)].
- Participants access to rental cell phones and phone cards.
- Cell phones (12) (CDB) to be provided
- VOIP (5) (CDB) to be provided

29. **Visa and Health Requirements**

- **Host Country** must advise CDB of visa/entry requirements by mid-February. Where special conditions exist, CDB must be informed of the procedures, including diplomatic posts, in applying to the countries of origin. This information must be included in the Delegate's Handbook. Attached as Appendix 3 is a list showing the usual country of origins or institutions attending Meetings.

Host Country to ensure Immigration, Security and Foreign Affairs officials are aware of the CDB travel certificate used by CDB staff and that there should be no hindrance to acceptance.

- **Departure Tax:** **Host Country** must advise CDB of the Departure Tax and any other tax payable.

30. **Gifts and Tokens (provided by Host Government)**

- (a) Gift/fruit baskets in rooms of VIPs and, possibly, flowers for wives (list to be supplied by CDB) - may be provided with compliments of hotel (**Host Government** to decide).
 - (b) Tokens of handicrafts, pens, key-rings, etc., at **Host Government's** discretion for inclusion in the brief bags.
31. **Information Kits (Tourism, Chamber of Commerce, etc.)**
Host Government may wish to provide information on various aspects of economy of **Host Country**. These should be available six days before the start of the Annual Meeting for inclusion in delegates' brief bags.

32. **Branding**

An official meeting logo is to be designed. The logo should incorporate national symbols of the country as well as the CDB logo. The host Country is responsible for the design, but is asked to work closely with CDB's Head of Communications. The logo should be signed off by January 30, 2015 so that it can be incorporated in promotional materials, conference bags, and on websites in the lead up to the Annual Meeting.

An annual meeting microsite will be developed by the CDB team by the beginning of May, 2015. The website will bear the official logo of the conference as well as the CDB logo.

Welcome Banners (provided by Host Government)

Banners welcoming delegates and posters publicising the Meeting should be placed at strategic points at the airport, hotels, and event venues. Host Countries take the lead in the design, but is asked to liaise with CDB's Head of Communication for input and sign off. The design is to be finalized by April, 2015 for placement at the end of April, 2015. The banners should bear the official logo of the conference as well as the CDB logo.

Outdoor signage

Where possible, prominently placed outdoor signage announcing the meeting and welcoming delegates are requested. Placement can be close to the airport, in the vicinity of the meeting and social sites. The signage should bear the official logo of the conference as well as the CDB logo.

Conference Site

Appropriate electronic and printed backdrops and banners will be mounted at the conference site. Design and printing will be by CDB. Mounting will be by the Host Country.

William G. Demas Lecture

Banners and invitations will be designed by CDB.

Vybzing Youth Forum

Banners, books, tokens will be designed and printed by the CDB

STATIONERY AND OTHER REQUIREMENTS FOR SECRETARIAT
(To be supplied by *Host Government*)

| ITEMS | Quantity | U.O.M |
|--|----------|---------|
| XEROX PAPER (Letter Size) | 4 | Boxes |
| XEROX PAPER (Legal Size) | 1 | Box |
| ENVELOPES – MANILLA 12 X 10 | 100 | Each |
| –MANILLA 16 X 12 | 100 | Each |
| STAPLE MACHINES | 13 | Each |
| HEAVY DUTY STAPLE MACHINES | 2 | Each |
| HEAVY DUTY STAPLES 1/2" | 2 | Boxes |
| HEAVY DUTY STAPLES 1/4" | 2 | Boxes |
| STAPLES | 5 | Boxes |
| STAPLE ROMOVER | 8 | Each |
| ELECTRIC PENCIL SHARPENER | 1 | Each |
| PENCILS – PRE-SHARPENED | 20 | Boxes |
| PENS | 3 | Boxes |
| PAPER CLIPS – SMALL | 10 | Boxes |
| – LARGE | 5 | Boxes |
| BULL-DOG CLIPS | 10 | Each |
| RUBBERBANDS | 3 | Boxes |
| GLUE STICKS | 1 | Box |
| LIQUID PAPER | 5 | Bottles |
| SCISSORS | 3 | Each |
| BIG PAPER PUNCH (SINGLE HOLE) | 6 | Each |
| ENVELOPES – 9" X 4.25" | 100 | Each |
| SHORT- HAND PADS | 6 | Each |
| NOTEBOOKS – 8 X 10 (HARD BACK) | 3 | Each |
| FILE FOLDERS (Letter Size) | 100 | Each |
| WRITING PADS | 10 | Each |
| MESSAGE PADS | 10 | Each |
| RULER – 18" | 4 | Each |
| ADDRESS LABELS – 2" X 4" | 1 | Box |
| COPY HOLDER | 4 | Each |
| STACKING TRAYS | 4 | Each |
| TREASURY TAGS | 1 | Pack |
| CALCULATOR WITH TAPE | 1 | Each |
| SCOTCH TAPE DISPENSER WITH TAPE | 3 | Each |
| SUPPLIES FOR PHOTOCOPIERS (e.g. Toner) | | |
| TONER CARTRIDGES FOR PRINTERS | 4 | Each |

**INVITATIONS TO BE PRINTED BY HOST COUNTRY
(Samples to be supplied)**

With Envelopes

Formal individual invitations have normally been provided, but we welcome cost effective, green approach to preparing and distributing invitations.

| | |
|---|---------|
| Board of Directors Lunch | 75 |
| Cocktail Reception | 250 |
| Procedures Committee Lunch | 150 |
| Opening Ceremony | 400 (a) |
| Chairman's Lunch | 40 |
| Wednesday's Lunch for Delegates | 300 (b) |
| Official Evening Function | 450 (a) |
| Thursday's Lunch | 300 |
| Thursday night social function (optional) | 250 |

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- (a) Exclusive of Special Invitees by *Host Government*
 (b) To be provided by organisation hosting lunch.

**Sample Countries of Origin of Institutions
Invited to Annual Meetings**

| | |
|------------------------|--------------------------------|
| Anguilla | Jamaica |
| Antigua and Barbuda | Japan |
| Argentina | Kingdom of the Netherlands |
| Aruba | Korea |
| Austria | Luxembourg |
| The Bahamas | Mexico |
| Barbados | Montserrat |
| Belgium | Nigeria |
| Belize | Norway |
| Bolivia | Panama |
| Brazil | People's Republic of China |
| British Virgin Islands | Peru |
| Canada | Puerto Rico |
| Cayman Islands | St. Kitts and Nevis |
| Colombia | St. Lucia |
| Cuba | St. Maarten |
| Denmark | St. Vincent and the Grenadines |
| Dominica | Suriname |
| Dominican Republic | Sweden |
| Finland | Switzerland |
| France | Trinidad and Tobago |
| Germany | Turks and Caicos Islands |
| Grenada | United Kingdom |
| Guatemala | United States of America |
| Guyana | Venezuela |
| Haiti | |
| Honduras | |
| India | |
| Italy | |