

Welcome to
**Trinidad &
Tobago**

**MEETING
PLANNERS'
GUIDE**





National Academy for the Performing Arts

Welcome to Trinidad & Tobago

Two islands, two unique experiences, one amazing destination. Let the Trinidad & Tobago Convention Bureau be your personal guide to these fascinating and diverse Caribbean gems.

We are delighted that you are considering Trinidad & Tobago as host destination for your next meeting, conference, or event.

With this in mind, we are pleased to offer you this Meeting Planners' Guide which will serve as a valuable resource as you plan your meeting. In this Guide, you will be inspired by the expanding portfolio of hotels and meeting facilities, and fascinating sites and attractions available to make your event truly memorable.

In true Caribbean style, the personal touch is paramount, and our experienced and dedicated team at the Trinidad & Tobago Convention Bureau stands ready to ensure your special event is a success, from pre-event planning to post-event activities.

Trinidad & Tobago has a proven track record of hosting everything from global summits and major international events to association meetings. Outside of the conference room, your delegates will enjoy an unforgettable experience as Trinidad & Tobago, birthplace of the Steelpan and Calypso music, is known for its wide range of entertainment options. The duality of the destination is an added draw. Trinidad is a modern, cosmopolitan island, while Tobago, only a twenty-five-minute plane ride away, is a tranquil paradise.

We look forward to welcoming you and your delegates to Trinidad & Tobago and sharing our beautiful and friendly country as the perfect destination for your meetings and events.

Trinidad & Tobago Convention Bureau

Fast Facts on Trinidad & Tobago

Capital: Port of Spain

Population: 1.3 million

Official language: English

Currency: Trinidad & Tobago Dollar (TT\$)
Exchange rate
\$1US=\$6.4 approximately

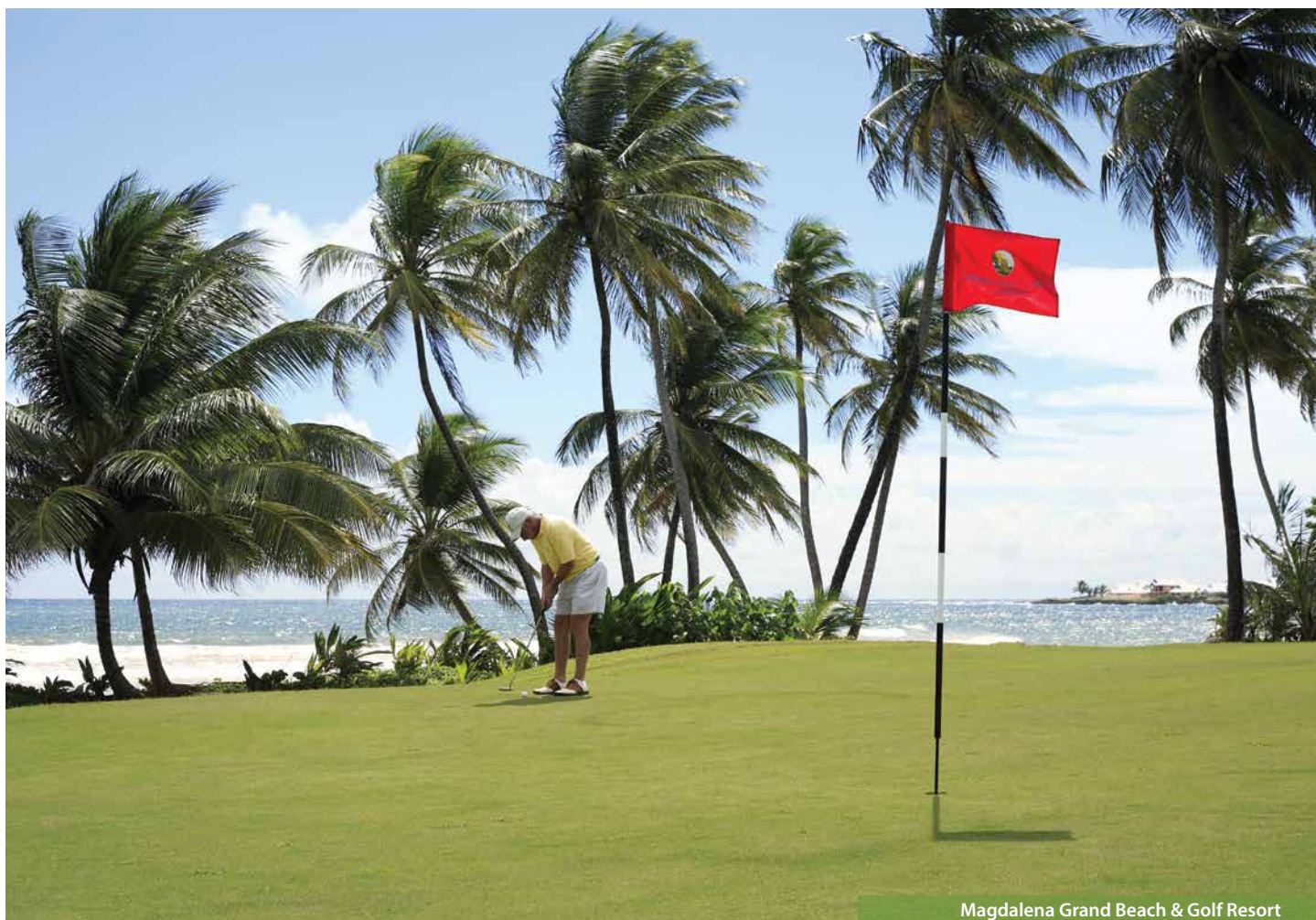
Time Zone: EST (Eastern Standard Time), UTC-4
(Universal Time Co-ordinated)

Valid Visas:

Most Commonwealth countries do not require visas for entry, except Australia, New Zealand, Nigeria, Papua New Guinea, Sri Lanka, Tanzania, Cameroon, Fiji Islands, Mozambique, Uganda, and South Africa. Holders of CARICOM passports with the exception of Haiti do not require a visa. For a complete list please visit www.immigration.gov.tt

Airlines:

American Airlines, British Airways, Caribbean Airlines, ConViasa, Condor, Copa Airlines, GOL Airlines, Jet Blue, Kuoni-Apollo Airline, LIAT, Surinam Airways, United Airlines, Virgin Atlantic and West Jet.



Magdalena Grand Beach & Golf Resort

Where the World Meets

Trinidad & Tobago is one of the Caribbean's most exciting destinations and is the ideal location for your next conference, exhibition, or meeting. Here are a few reasons why Trinidad & Tobago should be at the top of your list.



Indian Cultural Dance

One Destination, Two Unique Experiences

Strategically located between North & South America, Trinidad & Tobago is favorably situated away from the hurricane belt and is considered to be the gateway to the Americas and the Caribbean. The two islands offer different but equally exciting experiences and are only a 25-minute flight away from each other (with approximately 20 flights daily).

The islands are also served by a daily ferry service – the scenic crossing takes only 2.5 hours. With award-winning eco tourism and pristine beaches, tranquil Tobago is the perfect complement to metropolitan Trinidad.

Business Capital of the Southern Caribbean

Trinidad & Tobago is considered one of the premier meeting destinations in the Caribbean.

As one of the world's major producers of oil and gas, our thriving energy and business sectors are a catalyst for increasing airlift, advancing technology, and ever-increasing internationally branded hotels.

Exceptional Meeting Facilities

These island gems can boast of having the largest conference facilities in the Southern Caribbean. With a wide selection of conference venues, outdoor facilities, and unique meeting spots, there are options to suit conventions of varying sizes and budgets.

Diverse Accommodation Options

The twin island Republic is home to many international brands including the Hyatt Regency Trinidad, Hilton Trinidad and Conference Centre, Courtyard by Marriott, Radisson Hotel Trinidad, and Holiday Inn Express. There are also a number of quaint boutique hotels and bed and breakfast establishments.

Cultural Attractions & Activities

Our islands are a cultural melting pot and home to numerous ethnic groups. Religious and cultural festivals are held throughout the year and visitors are always welcome to take part. The capital city of Port of Spain offers a myriad of activities including an active nightlife scene, exquisite dining, and magnificent historical attractions.

Convention Bureau Support

The Trinidad & Tobago Convention Bureau is at your service for all your conference needs. A one-stop shop for meeting planners, the Convention Bureau offers a host of complimentary services to ensure the success of your event and an enjoyable, hassle-free planning experience.



Conference Venues

A wide range of world-class conference and meeting facilities has earned Trinidad & Tobago the title of “Business Capital of the Southern Caribbean”.



Trinidad

Meeting and event planners are spoilt for choice in Trinidad with many options for conference and meeting facilities, from traditional to unique. In the capital city of Port of Spain, there are several contemporary business hotels with stunning views overlooking the city and waterfront. The city's major event venues include the Hyatt Regency Trinidad, the Hilton Trinidad and Conference Centre, and the National Academy for the Performing Arts, an architectural wonder. For smaller groups this island offers many boutique properties and intimate garden facilities, including a world famous bird watching reserve located in the rainforest.

Asa Wright Nature Centre and Lodge

Hotel Rooms: 25



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	The Jonnie Fisk Conference and Administrative Facility	1,925	179	56	50	100	150	64	100

Website: www.asawright.org
 Email: asawright@tsstt.net.tt
 Phone: 868-667-4655
 Address: Spring Hill Estate,
 PO Box 4710, Arima, Trinidad

Cara Suites Hotel and Conference Centre

Hotel Rooms: 100



Meeting rooms	Sq. Ft.	M ²	Capacity					
			Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1. Ballroom	4,788	445		100	400	150	300	400
2. Ballroom West	2,340	217		50	200	70	130	200
3. Ballroom East	2,448	227		50	200	80	170	200
4. Jacana	2,450	228		60	150	60	75	120
5. Osprey Conference Room	805	75		20	50	20	25	40
6. Heron Conference Room	840	78		20	50	20	25	40
7. Gallinule Conference Room	805	75		20	50	20	25	40
8. Executive Boardroom	338	31	10					

Website: www.carahotels.com
 Email: carasuitespap@carahotels.com
 Phone: 868-659-2272/2271
 Address: Pointe-a-Pierre,
 Southern Main Road,
 Claxton Bay, Trinidad

Courtyard by Marriott

Hotel Rooms: 119



Meeting rooms	Sq. Ft.	M ²	Capacity					
			Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1. Grande Riviere Room	1,104	103		35	100	50	80	120
2. Maracas Room	605	56		20	50	50	40	50
3. Blanchisseuse Room	605	56		20	50	50	40	50

Website: www.marriott.com/hotels/travel/poscy-courtyard-port-of-spain/
 Email: cy.poscy.sales@courtyard.com
 Phone: 868-627-5555
 Address: Invader's Bay, Audrey Jeffers
 Highway, Port of Spain,
 Trinidad

Crews Inn Hotel & Yachting Centre

Hotel Rooms: 46



Meeting rooms	Sq. Ft.	M ²	Capacity					
			Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1. The Village Square	6,112	568					300	350
2. The Captain's Cabin	1,000	93	50	50	120	60	70	125
3. The Bridge Room	768	71	40	40	80	50	80	100
4. The Village Room	432	40	15	15	20	20	24	30

Website: www.crewsinn.com
 Email: inquiries@crewsinn.com
 Phone: 868-634-4000/4384
 Address: P.O. Bag 518 Carenage, Trinidad

Hilton Trinidad Hotel & Conference Centre

Hotel Rooms: 418



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Grand Ballroom	9,816	912			1000	250	600	700
2.	Scarlet Ibis Room	1,418	132		50	150	75	90	100
3.	Flamingo Room	1,193	112		40	80	42	60	80
4.	Humming Bird Room	534	50		20	50	25	30	40
5.	Savannah Lounge	487	45		15	30	12	24	30
6.	La Boucan	2,975	276		40	180	80	130	180
7.	St. Ann's Room	325	30			15	9	12	20
8.	Cascade Room	325	30	10					20
9.	Laventille Room	378	35			20	12	20	20
10.	Maraval Room	487	45			30	15	24	40
11.	Savannah Terrace (covered)	6,607	614			270		350	600
12.	Lower Tea Terrace (covered)						40	60	
13.	North Tea Terrace (uncovered)	963	89			50		40	50
14.	Poolside (uncovered)	46,265	4,298					300	500
15.	Upper Tea Terrace (uncovered)	2,975	276					90	150

Website: www.hiltontrinidadhotel.com
 Email: reservations.trinidad@hilton.com
 Phone: 868-624-3211
 Address: Lady Young Road,
 Port of Spain, Trinidad

Holiday Inn Express Hotel & Suites

Hotel Rooms: 82



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Sunrise Room	406	38		18	40	14		40

Website: www.hcltt.com/subs_hotels.htm
 Email: holidayinnexpress2@yahoo.com
 Phone: 868-669-6209
 Address: 1 Exposition Drive,
 Trincity, Trinidad

Hyatt Regency Trinidad

Hotel Rooms: 428



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Siparia	687	64		26	77	39	40	74
2.	Sangre Grande	752	70		26	83	42	50	79
3.	San Fernando	674	63		26	72	36	40	68
4.	Toco	706	66		26	77	39	40	74
5.	Rio Claro	712	66		26	77	39	40	74
6.	Point Lisas	712	66		26	77	39	40	74
7.	Point Fortin	752	70		26	83	42	40	79
8.	Prefunction	1,390	129					110	150
9.	Regency Ballroom	15,663	1,455			1,700	912	1,300	1,684
10.	Regency Ballroom I	2,031	189		40	222	114	100	211
11.	Regency Ballroom II	2,000	186		40	222	114	100	211
12.	Regency Ballroom III	3,877	360		70	433	222	240	411
13.	Regency Ballroom IV	3,893	362		70	433	222	240	411
14.	Regency Ballroom V	1,922	179		40	216	111	100	205
15.	Regency Ballroom VI	1,940	180		40	216	111	100	205
16.	Regency Prefunction	6,840	635					550	705
17.	Port of Spain Ballroom	9,860	916		500	1,111	570	600	1,053
18.	Port of Spain Prefunction	2,470	229					100	260
19.	Jade	1,274	118		40	138	69	90	132
20.	Ruby	1,204	112		40	138	69	90	132
21.	Sapphire	926	86		30	88	45	70	84
22.	Sapphire Prefunction	1,941	180			216	111	160	204
23.	Topaz	571	53		26	61	30	30	58
24.	Diamond	630	59		26	72	36	30	68
25.	Boardroom	553	51	14					
26.	Conference Room	225	21	8					

Website: www.trinidad.hyatt.com
 Email: trirt.reservation@hyatt.com
 Phone: 868-623-2222
 Address: 1 Wrightson Road,
 Port of Spain, Trinidad

Kapok Hotel

Hotel Rooms: 106



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Samaan	646	60		31	80	30	48	70
2.	Kayak	920	85		35	110	40	72	110
3.	Kahuna	451	42		19	50	20	32	50
4.	Flambouyant	570	53			50	30	30	50
5.	Pem Bois	390	36			40	20	20	50

Website: www.kapokhotel.com
 Email: stay@kapokhotel.com
 Phone: 868-622-5765
 Address: 16-18, Cotton Hill Rd,
 Port of Spain, Trinidad

Paria Suites Hotel

Hotel Rooms: 53



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Pacific Point	945	88	26	30	80	40	50	
2.	Atlantic Cove	368	34	12					
3.	Mediterranean Ballroom	3,072	285	60	80	350	150	350	100
4.	Paria Ballroom	2,772	258	60	80	300	130	250	
5.	Gulf View	1,222	114	32	38	100	40	60	46
6.	Paria View	1,800	167	32	45	150	80	90	

Website: www.pariasuites.com
 Email: reservations@pariasuites.com
 Phone: 868-697-1442
 Address: South Trunk Road,
 La Romain, Trinidad

Radisson Hotel Trinidad

Hotel Rooms: 243



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Festival Ballroom	4,256	395	80	80	550	220	350	
2.	Canada Room	496	46	15	10	35	10	16	
3.	San Fernando Room	4,320	401	40	40	150	100	150	
4.	Teak Room	1,032	96	30	25	100	40	60	
5.	Boardroom	600	56	14					
6.	Calypso Lounge	2,627	244	50	50	225	100	200	
7.	T&T North	988	92	25	25	75	30	70	
8.	Executive Club Lounge	988	92	18	16	40	20	32	
9.	Room 1227	432	40	16	16	35	20	16	

Website: www.radisson.com/port-of-spain-hotel-tt/ttosptr
 Email: sales2@rposthotel.com
 Phone: 868-625-3366
 Address: Wrightson Road, Port of Spain,
 Trinidad

Regent Star Hotel

Hotel Rooms: 158



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Main Conference Room	2,300	214	100	80	280	225	250	325
2.	Boardroom 1	475	44		30				
3.	Boardroom 2	300	28		15				

Website: www.regentstarhotel.com/
 Email: info@regentstarhotel.com
 Phone: 868-669-7827
 Address: 118-119 BWIA Boulevard,
 Piarco, Trinidad

Royal Hotel

Hotel Rooms: 62



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	The Small Meeting Room	120	11	8					
2.	The Meeting Room	280	26	12	10	20			
3.	The Conference Room	1,632	151		40	130	70	80	
4.	The Pavilion							180	250
5.	The Samaan Restaurant					50		50	50

Website: www.royalhoteltt.com
 Email: info@royalhoteltt.com
 Phone: 868-652-3924
 Address: 46-54 Royal Road, San Fernando,
 Trinidad

The Carlton Savannah

Hotel Rooms: 157



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Jetsam	1,326	123	35	40	90	60	75	80
2.	Casa			35	40	35	25	40	50
3.	Boardrooms (3)	315	29	20	15	30	18	20	
4.	Waterbaby-Poolside								300
5.	Rise- Rooftop	2,401	223			90	60	100	250

Website: www.thecarltonsavannah.com
 Email: sales@thecarltonsavannah.com
 Phone: 868-621-5000/1
 Address: 2-4 Coblenz Ave,
 Port of Spain, Trinidad

The Cascadia Hotel and Conference Centre

Hotel Rooms: 50



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Grand Ballroom	6,889	640			1,000	300	500	500
2.	Conference Room No1	3,272	304		80	130	100	100	130
3.	Conference Room No2	431	40		20	40	20	20	40
4.	Conference Room No3	517	48		25	50	30	30	50
5.	Conference Room No4	581	54		35	70	40	35	70
6.	Conference Room No5	1,033	96		40	80	55	60	80
7.	Skyview Lounge	900	84					30	150

Website: www.cascadiahotel.com/
 Email: marketing@cascadiahotel.com
info@cascadiahotel.com
 Phone: 868-623-4208
 Address: 67 Ariapita Road, St. Ann's,
 Port of Spain, Trinidad

The Chancellor Hotel & Conference Centre

Hotel Rooms: 29



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Meeting Room	1,020	95	25	30	60	20	55	100

Website: www.thechancellorhotel.com
 Email: agent@thechancellorhotel.com
 Phone: 868-623 0883
 Address: 5 St Ann's Avenue, St Ann's,
 Port of Spain, Trinidad

The Normandie Hotel and Conference Centre

Hotel Rooms: 70



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Village Hall	1,196	111	30	40	150	45	140	200
2.	North Hall	792	74	30	25	50	25	30	60
3.	Ciao & Upper Terrace	1,180	110					100	100
4.	Gallery 1 & 2	216	20	15	25	50	18	35	50
5.	Gallery 3	120	11	10	10	15	8	14	20
6.	Gallery 4	80	7	8	6	10	6		
7.	Under the Trees								1,000

Website: www.normandiett.com
 Email: info@normandiett.com or
sales@normandiett.com
 Phone: 868-624-1181
 Address: 10 Nook Avenue, St. Ann's,
 Trinidad

Non-Hotel Facilities

Arthur Lok Jack Graduate School of Business



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Yara Auditorium	2,800	260			144			
2.	Sidney Knox	1,190	111			55			
3.	TSTT	1,122	104		24		60		
4.	Charles Massy	1,122	104		24		60		
5.	Harry Neal	1,122	104		24		60		
6.	Room 105	578	54		16		26		
7.	Room 106	578	54		16		26		
8.	Room 201	1,122	1044						
9.	Room 202	1,122	104				70		
10.	Room 203	1,122	104		24		60		
11.	Room 204	1,122	104		24		60		
12.	Learning Centre 1 (Computer Lab)	910	85				24		
13.	Learning Centre 2	910	85				36		

Website: www.lokjackgsb.edu.tt
 Email: A.Durant@lokjackgsb.edu.tt;
facilities@lokjackgsb.edu.tt

Phone: 868-662-9894 Exts. 315; 296
 Address: Max Richards Drive, Uriah Butler Highway,
 North West, Mount Hope, Trinidad

Anchorage Beach Club



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Gazebo	625	58		30	40	18	40	100
2.	Main	6,400	595		150	300	180	500	800

Website: www.anchoragett.com
www.facebook.com/anchoragebeachclub
 Email: info@anchoragett.com
 Phone: 868-634-4334
 Address: Hart's Cut, Chaguaramas,
 Trinidad

Central Bank Auditorium



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Auditorium	11,400	1,059			411			

Website: www.central-bank.org.tt/node/21
 Email: jajoseph@central-bank.org.tt
 Phone: 868-625-2601 ext. 2155 / 2248
 Address: Eric Williams Plaza, Independence
 Square, Port of Spain

Centrum Auditorium & Conference Center



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Main Auditorium	15,000	1,394			2,000		1,000	
2.	Southern Hall	3,000	279			300		250	

Website: www.centrumauditorium.com
 Email: centrumauditorium@tstt.net.tt
 Phone: 868-672-4112 / 868-672-9357
 Address: 3-25 Ramsaran Street, Chaguana

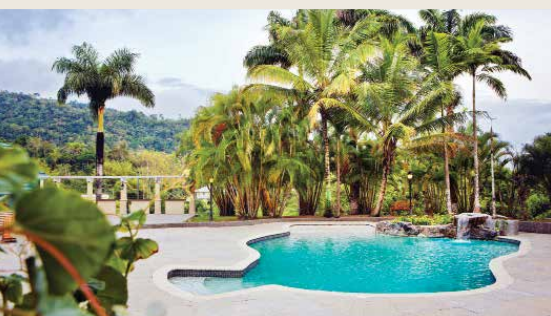
Dr. Joao Havelange Centre of Excellence



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Andre Kamperveen Hall	10,000	929			800			
2.	Ken Galt Hall	3,000	279			300			
3.	Sepp Blatter Hall	33,000	3,066			3,500			
4.	Garden Sanctuary	19,000	1,765			500			700
5.	Nelson Mandela Hall	1,400	130		25	120	60		

Website: www.coetnt.com
 Email: info@coetnt.com
 Phone: 868-299-0646
 Address: 17A Macoya Road,
 Tunapuna, Trinidad

Drew Manor



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Samaan Room	625	58	28	24	70	36	40	90
2.	Conference Room	506	47	20	30	60	28	40	70
3.	Poolside Patio							350	600-700

Website: www.drewmanor.com
 Email: info@drewmanor.com
 Phone: 868-676-6053
 Address: #1 Santa Barbara Boulevard,
 Upper Santa Cruz,
 Trinidad, West Indies

Green Meadows



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Gazebo	4,000	372			300		250	
2.	Pavilion	1,100	102			80		60	
3.	Open Grounds	200,000	18,581			1,000		1,000	

Email: gm@oliversignstt.com
 Phone: 868-637-5906/389-8245
 Address: 11B Santa Barbara Boulevard,
 Saddle Road, Santa Cruz,
 Trinidad

House of Angostura



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Auditorium	990	92	30	25	60	30		
2.	Glass Room	1,961	182	40	30	100	40	70	80
3.	Bar Area & Calypso Lounge							60	80
4.	Bar Area & Part of Courtyard							100	150
5.	Courtyard	4,762	442			300		200	300
6.	Courtyard & Bar					300		250	400
7.	Dining Room & Bar	5,424	504			200		150	200
8.	Dining Room, Bar & Glass Room					250		240	300
9.	Dining Room, Bar, Courtyard					400		400	500
10.	Dining Room, Bar, Glass Room & Courtyard					500		500	1,000

Website: www.angostura.com
 Email: mbesson@angostura.com
 Phone: 868-623-1841 ext 231
 Address: Corner Trinity Ave &
 Eastern Main Road,
 Laventille, Trinidad

La Soledad



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Main Conference Room	500	46		20				
2.	Boardroom 1	7,000	650					350	1,000
3.	Boardroom 2	8,000	743			350			600

Email: topofthelineevents@yahoo.com
 Phone: 868-684-1738/622-6652
 Address: Pole 192 Royal Road, Maracas
 St. Joseph, Trinidad

Massy Properties (Trinidad) Ltd - Conference Room



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Conference Room	1,856	172		45	150	110	100	150
2.	Dining Facilities	720	67		30	30	24	50	70

Website: www.massyproperties.com/tt
www.massygroup.com
 Email: jolene.dwarika@massygroup.com
crystal.martin@massygroup.com
 Phone: 868-627-3561 Ext. 2009, 2008
 Address: 61-63 Edward Street,
 Port of Spain, Trinidad

National Library and Information System Authority (NALIS)



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Audio-Visual Room					100			
2.	Amphitheatre					440			440
3.	Seminar Room 1				25	45	25		100
4.	Seminar Room 2				20	40	20		60
5.	Rotunda					50			120

Website: www.nalis.gov.tt
 Email: nalis@nalis.gov.tt
 Phone: 868-623-6962/7278/9673
 868-624-1130/4466/5075
 Address: Corner Hart and Abercromby
 Streets, Port of Spain

Naparima Bowl



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Auditorium	1,600	149			500			

Website: www.naparimabowl.com
 Email: jean.kennedy@naparimabowl.com
 Phone: 868-652-2526
 Address: 9-21 Paradise Pasture
 San Fernando, Trinidad

National Academy for the Performing Arts, North



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Lord Kitchener Auditorium					1,200			400
2.	Lord Kitchener Foyer								400
3.	Theatre 1	3,762	350			250			
4.	Theatre 2	2,520	234			150			
5.	Chinese-Themed Restaurant					300		135	500
6.	Western-Themed Restaurant							60	
7.	Restaurants & Atrium								700

Lord Kitchener Auditorium
 Email: napabookings@napatt.org
 Phone: 868-623-2375 ext 3003
 Theatres
 Email: bisnath.johnson@utt.edu.tt
 Phone: 868-642-8888 ext 26138
 Restaurants
 Email: maraja@tourism.gov.tt
 Phone: 868-624-1403
 Address: 119 Frederick Street, Port of Spain

North Deck



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Upper Level	5,000	465					175	350
2.	Lower Level	2,500	232					60	150

Website: www.thenorthdeck.com
 Email: rentals@thenorthdeck.com
 Phone: 868-491-3325
 Address: 2 ¼ MM Off North Coast Rd
 Fond Pois Doux Rd
 Saut D'eau

Ortinola Great House



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Piedra Blanca Room (includes use of Verandah)	1,280	119		45	110	64		150
2.	El Tucuche Room	810	75		35	90	44		7

Website: www.ortinola.com
 Email: info@ortinola.com
 Phone: 868-696-1507
 Address: Acono Road, Maracas Valley,
 St. Joseph, Trinidad

Pier 1



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	La Vida	1,920	178		15	125		100	150
2.	Teak Room	2,204	205		35	120		150	120
3.	Olive Room	1,394	130		25	90		100	125
4.	Teak & Olive Rooms	3,724	346			300		250-270	300
5.	Bayside Deck	7,956	739			1,000		600	3,000

Website: www.pier1tt.com
 Email: vips@pier1.co.tt
nwatson@pier1.co.tt
 Phone: 868-634-4518
 Address: Williams Bay,
 Chaguaramas, Trinidad

Premier Quality Services Limited



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Auditorium	1,911	178			199			
2.	Dining Hall	3,293	306				100	150	150
3.	Maracas Conference Room	1,260	117		50	80	65		
4.	Paramin Room	336	31	15	10	12	10		
5.	Naparima Room	336	31	15	10	12	10		
6.	Bon Accord Room	338	31	15	10	12	10		
7.	Executive Board Room	396	37	20					

Website: www.pqsl.org.tt
 Email: giselle.taylor@ttbs.org.tt
lakshmi.boodan@ttbs.org.tt
pqsl@ttbs.org.tt
 Phone: 868-645-9026/9268
 868-662-8827
 Address: Bureau of Standards Building,
 2 Century Drive,
 Trincity Industrial Estate,
 Macoya

Queen's Hall



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Foyer	2,520	2341		40	150	84	200	280
2.	Helen May Johnstone Room	1,200	111		25	60	40	60	80
3.	Auditorium	4,940	459			764			
4.	Courtyard (paved/uncovered)	1,500	139		40	200	80	120	500

Website: www.queenshalltt.com
 Email: qhinfo@queenshalltt.com
 Phone: 868-624-1284
 Address: 1-3 St Ann's Road, St Ann's
 Port of Spain, Trinidad

San Salvador Conference and Entertainment Centre



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Conference Room	486	45	20					
2.	Entertainment Centre	2,940	273						150

Website: www.sansalvadorentcentre.com
 Email: chk1us@yahoo.com
 Phone: 868-316-4582
 Address: Gran Couva, Trinidad

Signature Hall



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Ground Level	5,000	465		70	400	250	290	300
2.	Upper Level	1,000	93			100	50	60	60

Website: www.signaturehall.com
 Email: signaturehall@gmail.com
 Phone: 868-222-8896 / 868-742-5676
 Address: LP #63 Main Road, Longdenville,
 Chaguanas, Trinidad

Southern Academy for the Performing Arts



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Little Theatre					150			
2.	Sundarlal Popo Bahora Theatre					770			
3.	VIP Lounge						80	80	

Email: sapabookings@gmail.com
 Phone: 868-657-4380 ext 1245, 1243
 Address: Todd Street, San Fernando

The Banquet and Conference Centre at MovieTowne



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	The Casablanca Ballroom	5,320	494			500		300-350	500
2.	The Carousel Room	1,673	155		24	120	45	70	150

Website: www.movietowne.com
 Email: conference@movietowne.com
 Phone: 868-627-2002
 Address: Fiesta Plaza (Movie Towne),
 Audrey Jeffers Highway,
 Port of Spain, Trinidad

Tobago

Tobago, Trinidad’s sister island, is just a 25-minute flight or two and a half-hour ferry ride away, and is the quintessential Caribbean island with secluded beaches, charming hotels, and award-winning eco tourism. Tobago has a reputation for being clean, green and serene, and planners searching for a stunning and peaceful backdrop for an event will be hard pressed to find a better location. The island boasts top-notch meeting facilities including the new Magdalena Grand Beach & Golf Resort and the Coco Reef Resort and Spa, an award-winning beachfront hotel. Tranquil Tobago, in contrast to its buzzing sister isle, is the ideal location for your corporate retreat, closing ceremony, or post-conference getaway.



Pigeon Point Beach

Coco Reef Resort and Spa

Hotel Rooms: 135



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Palace Suite	1,830	170		40	120	60	80	120
2.	Boardroom	412	38	16		25		16	

Website: www.cocoreef.com
Email: cocoreef-tobago@trinidad.net
Phone: 868-639-8571
Address: Store Bay, Tobago

Grafton Beach Resort/ Le Grand Courlan Spa Resort

Hotel Rooms: Grafton 106 / Le Grand 79



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Courlanders Conference Room	2,850	265	55	50	200	75	160	
2.	Night Lounge	868	81	16	20	30	20	50	
3.	Breezes Meeting Room	867	81	25	25	50	40	30	
4.	Executive Boardroom	450	42	20					

Website: www.graftontobago.com
 Email: info@graftontobago.com
 Phone: 868-639-0191

Website: www.legrandtobago.com
 Email: info@legrandtobago.com
 Phone: 868-639 9667

Address: Stonehaven Bay,
 Black Rock, Tobago

Magdalena Grand Beach & Golf Resort

Hotel Rooms: 200



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Colibri Ballroom	4,578	425		120	400	200	250	450
2.	Jacobin Meeting Room	755	70		16	60	24	30	60
3.	Osprey Meeting Room	755	70		16	60	24	30	60

Website: www.magdalenagrand.com
 Email: info@MagdalenaGrand.com
 Phone: 868-660-8800
 Address: Tobago Plantations Estate,
 Lowlands, Tobago

Mt. Irvine Bay Hotel and Golf Club

Hotel Rooms: 105



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Conference Room	2,304	214	230	80	200	150	150	225

Website: www.mtirvine.com
 Email: mtirvine@tstt.net.tt
 Phone: 868-639-8871
 Address: Mt. Irvine, Tobago

Rovanel's Resort & Conference Centre

Hotel Rooms: 62



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Entire Conference Room	6,321	587			800	200	400	400
2.	Ficus Room			70		400	100	200	200
3.	Bougainvillea Room			40	30	140	30	50	
4.	Palm Room			20	25	90	25		

Website: www.rovanelresorttobago.com

Email: rovanelststt.net.tt

Phone: 868-639-9666/0652

Address: Store Bay Local Road,
Crown Point, Tobago

Shaw Park Complex



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Main Hall	22,317	2,073			5,000			
2.	Adjusted Hall	10,751	999			1,200			
3.	1st Floor Conference Room	1,463	136			154			
4.	2nd Floor Lecture Hall	2,502	232			296			
5.	2nd Floor Performing Area	2,429	226			208			
6.	Balcony Level Conference Room	2,525	235			244			
7.	Balcony Level Theatre Room	1,966	183			155			

Website: www.shaw-park.org

Email: jqarnold@gmail.com

Phone: 868-461-4112

Address: Shaw Park, Tobago

The Villas at Stonehaven

Villas: 14



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Conference Room	646	60	30	30	30	30	30	40

Website: www.stonehavenvillas.com

Email: reservations@stonehavenvillas.com

Phone: 868-639-0361

Address: PO Box 1079
Bon Accord, Tobago

Tropikist Beach Hotel and Resort

Hotel Rooms: 54



	Meeting rooms	Sq. Ft.	M ²	Capacity					
				Boardroom	U-shaped	Theatre	Classroom	Banquet	Cocktail
1.	Conference Room	1,092	101		50	60	70	50	70
2.	Bayside Restaurant	2,645	246		50	60	70	50	70

Website: www.tropikist.com
Email: tropikistbeachhotel@mail.tt
Contact: 868-639-8512
Address: Crown Point, Tobago



Windsurfing in Tobago

Top Things to Do in T&T



1

Taste the most expensive rum in the world – The House of Angostura are the makers of the world's most awarded rum range and the world-famous Angostura Bitters. Tour the bottling factory and learn about the world's most expensive rum produced right here in Trinidad – Legacy carries a price tag of US \$25,000.00

Take a walk on the Pitch Lake – A natural wonder, this lake in South Trinidad holds 10 million tons of asphalt and is the world's largest commercial deposit of natural asphalt. Have a therapeutic soak in the natural sulphur pools or take a stroll on the lake's surface which is stable enough for walking upon.

2



3

Take part in "The Greatest Show on Earth" – Trinidad & Tobago's annual Carnival celebrations are renowned worldwide. Can't come for Carnival? Visit the costume bands' headquarters known as "mas camps" which are an explosion of colour in the months leading up to Carnival. There is no better souvenir than making your very own head piece.



4

Learn to play the only acoustic instrument invented in the 20th century – The steel pan is the national instrument of Trinidad & Tobago and was developed from discarded oil drums. Visit a "pan yard" to enjoy a scintillating performance from the resident steel band and learn to play a few notes of your own.



5

Taste the "World's Best Fish Sandwich" – Maracas Bay, one of Trinidad's most scenic beaches, is home to the famous Bake & Shark sandwich, called "the best fish sandwich in the world" by Food Network's Andrew Zimmern. The sandwich comprises golden-fried shark fillets topped with vegetables, spicy chutneys and sweet sauces.



Discover one of nature's greatest rituals – Trinidad & Tobago is home to the third largest turtle nesting population in the world, and every year from March to August visitors can be part of this once in a lifetime experience. These gentle giants (which grow up to 7 feet long) swim thousands of miles, returning to the place of their birth, to lay their eggs in the sand of Trinidad & Tobago's beaches.

6



7

Look & feel 10 years younger with a swim in the Nylon Pool – In Tobago, a brief glass-bottomed boat trip takes you to the Buccoo Reef and Nylon Pool. After snorkeling amongst colourful fish and coral, take a dip in the warm, shallow, crystal-clear area behind the reef known as Nylon Pool which is rumored to leave you looking and feeling a decade younger.

Explore the oldest protected rain forest in the Western Hemisphere – The Main Ridge Rain Forest in Tobago can claim this title and is home to an abundance of flora and fauna. A short distance away is the Argyle Waterfall, a stunning 3-tiered waterfall and Tobago's highest.

8



9

Discover where some of the world's best chocolate originates – Trinidad & Tobago is known for its "fine" or "flavor" variety of cocoa, which is used by the world's best chocolate makers. Learn first-hand how cocoa is harvested and afterwards, reap the benefits in a private rum and chocolate tasting session.



Sail into the sunset aboard a luxury catamaran – set sail along the islands off Trinidad's Western Peninsula or Tobago's picturesque coasts to beaches only accessible by boat. You may be lucky enough to spot manta rays, turtles, or dolphins along your journey. After snorkeling or simply lounging on board, you can enjoy a delicious local lunch prepared by the crew or sip a beastly cold local beer from the well-stocked bar.

10





Poui tree in bloom

Trinidad & Tobago Convention Bureau

Tourism Development Company Limited

Level 1 Maritime Center, 29 Tenth Avenue

Barataria, Trinidad

Tel: 1-868-675-7034-7 Fax: 1-868-675-7338

conventionbureau@tdc.co.tt

www.gotrinidadandtobago.com/trinidad/meetings



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TOURISM**
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www.tourism.gov.tt

