

## REGISTRATION INFORMATION

Registration Forms will be processed on a first come first served basis. Participants must return a completed Registration Form before 11<sup>th</sup> October 2010. Early Registration closes on the 24<sup>th</sup> September 2010. Registration is complete upon receipt of the conference fee.

Once you complete the process, final acceptance will be sent to you within 10 days with a confirmation number.

Mrs. Paula Nelson of The Department of Public Prosecutions is managing the registration. You can contact her by phone (441) 296-1277, fax (441) 296-8464 or e-mail [pnelson@gov.bm](mailto:pnelson@gov.bm)

The number of participants is limited to 60. If at the deadline on 11<sup>th</sup> October 2010, the established quota is not filled, additional persons who had been placed on the waiting list will be registered and notified.

The opening session will be held on the 18<sup>th</sup> November 2010. The Plenary Sessions will begin at 08:45.



## MEALS INCLUDED

With full registration, the following meals will be offered at no costs:

### Wednesday 17<sup>th</sup> November 2010

Welcome Cocktails

### Thursday 18<sup>th</sup> November 2010

Breakfast

Lunch

Conference Dinner

### Friday 19<sup>th</sup> November 2010

Breakfast

Lunch

Farewell Cocktails

## TRANSPORTATION

Participants who have registered for the entire conference will be met at the airport by identified conference personnel who will arrange transportation at no cost.

If you have any questions please contact Mrs. Paula Nelson [pnelson@gov.bm](mailto:pnelson@gov.bm)



## ACCOMMODATION

The local organizing committee will arrange hotel reservations at the conference hotel:

The Fairmont Southampton  
101 South Shore Road  
Southampton, Bermuda  
SN02  
TEL (441) 238-8000  
FAX (441) 238-8968  
<http://www.fairmont.com/southampton>

Special Conference Rate of \$169 a night; service charge is included in the rate for November 17<sup>th</sup>, 18<sup>th</sup>, and 19<sup>th</sup> only. Those staying additional nights are responsible for service charges for those additional nights

Reservations must be booked through the local organising committee; and a credit card is required to secure the room.

Participants who do not wish to stay at this hotel, may make their own reservations. Below is a list of guest houses within the vicinity of the conference venue.

The Reefs Hotel & Club  
56 South Shore Road  
Southampton  
(441) 238-0222 (tel)  
(441) 238-8371 (fax)  
[www.thereefs.com](http://www.thereefs.com)

Sandpiper Guest Apartments  
South Shore Rd., Warwick  
(441) 236-7093 (tel)  
(441) 236-3898 (fax)  
[www.sandpiperbda.com](http://www.sandpiperbda.com)

Greene's Guest House  
71 Middle Road Southampton  
(441) 238-0834 (tel)  
(441) 238-2532 (fax)  
[www.the.greenesguesthouse.com](http://www.the.greenesguesthouse.com)

## COST

The Early Registration fee is \$100 USD for each full participant. (Prior to 24<sup>th</sup> September 2010)

Late Registration fee is \$175 USD for each full participant (From 24<sup>th</sup> September to 11<sup>th</sup> October 2010)

FULL PAYMENT OF THE REGISTRATION FEE AND CREDIT CARD DETAILS MUST BE RECEIVED IN ORDER TO COMPLETE REGISTRATION.



## METHOD OF PAYMENT

Payment may be made via wire as follows:

**Bank:** Chase Manhattan Bank, New York  
**Swift Code:** CHASUS33  
**ABA#:** 021000021

**For Credit to:** The Bank on N.T. Butterfield & Son Limited, Bermuda  
**Swift Code:** BNTBBMHM  
**Account #:** 0011067808

**For Further Credit to:** Bermuda Government US\$ Current Account  
**Account #:** 20006840011412100

Please be sure to include the following details as further reference:

**Beneficiary Department Name:** Department of Public Prosecutions  
**By Order of:** Payer Name  
**Details of Payment:** DPP Conference 2010

## CANCELLATIONS

Cancellations received on or before 1<sup>st</sup> October 2010: 100% of the registration fee will be refunded. Cancellations received after 1<sup>st</sup> October, but before 1<sup>st</sup> November: 50% of the registration fee will be refunded. We regret that no refunds will be issued after 1<sup>st</sup> November 2010.

## GENERAL INFORMATION

### Currency:

The US Dollar can be used in Bermuda at equivalent value.

### Weather:

Bermuda's ocean winds are tempered by the Gulf Stream, but when south winds prevail, the humidity rises and sometimes thunderstorms occur. Temperatures in Bermuda during November generally vary between an average high during the day of 75.0 degrees and an average low at night of 67.0 degrees Fahrenheit.

### Time Zone

Bermuda is in the Atlantic time zone GMT -4 hours

### Telecommunications

International direct dialling, internet and email facilities are easily accessible in Bermuda, most mobile telephone systems operate in the island.

### Electricity

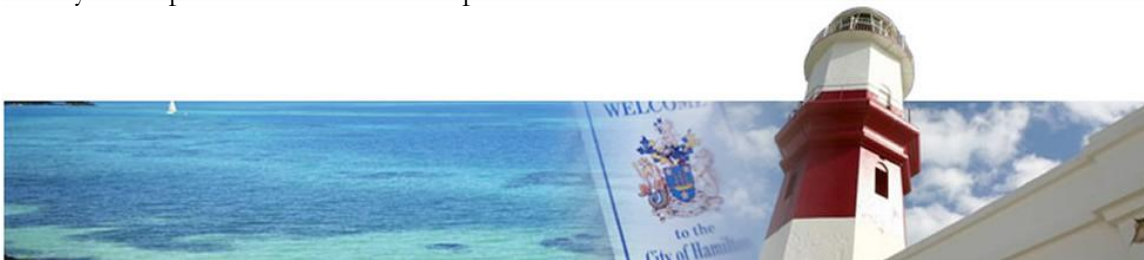
The Standard voltage is 110-220V

### Immigration Requirements

To enter and leave Bermuda, you will require a valid passport. Participants will be responsible for satisfying the necessary visa/ entry requirements.

### Gratuities

They are expected at the rate of 15 percent.



If you need any additional information, do not hesitate to contact the following persons:

Cindy Clarke [cclarke@gov.bm](mailto:cclarke@gov.bm)

Maria Sofianos [mzsofianos@gov.bm](mailto:mzsofianos@gov.bm)

Paula Nelson [pnelson@gov.bm](mailto:pnelson@gov.bm)

Phone (441) 296-1277

Fax (441) 298-6484

## SOCIAL PROGRAM

The social program will comprise of the welcome cocktail reception, the conference dinner and the farewell cocktail reception.



### Welcome Cocktail Reception

Date: Wednesday 17<sup>th</sup> November 2010

Time TBA

Dress: Business Casual

### The Conference Dinner

Date: Thursday 18<sup>th</sup> November 2010

Time: 8:00pm

Dress: Formal/ National Dress

### The Farewell Cocktail Reception

Date: Friday 28<sup>th</sup> March 2007

Time: TBA

Dress: Business Casual