COMMONWEALTH MEDICAL ASSOCIATION

23rd TRIENNIAL CONFERENCE & COUNCIL MEETING

Unlocking the potential of the Commonwealth

4 – 7 July, 2013, Port of Spain, Trinidad & Tobago

ADMINISTRATIVE NOTES

Organisation
The 23rd Triennial Conference of the Commonwealth Medical Association (CMA) is proudly being hosted by the Trinidad & Tobago Medical Association (T&TMA) from July 4th to 7th, 2013.

The Themes
1) Unlocking the potential of the Commonwealth
The productivity and success of a nation depends on the health of its’ people. The Commonwealth is made up of a diverse group of nations all with health care challenges. Some countries have spectacular successes in overcoming problems, but others still struggle with basic health issues.

We have excellent health care professionals who can make a difference. In this Conference we look at examples of success to see how we can learn from each other to improve our local settings.

2) Participatory Governance/Strategic Planning
This important theme of the Commonwealth Foundation’s Strategic Plan (2012-2016) will be highlighted in a mini-seminar on July 5th. We hope to develop a Strategic Plan for the CMA.

Presentations by NMAs
All participating NMAs will be required to make a five minute Oral/Electronic presentation on 1 example of success in the Health Sector in their Country (Country Report). Presenters are advised to prepare their material in electronic PowerPoint on a compact disc or flash memory pen. No secretarial support will be available.

Dates
The conference will take place from Thursday, July 4 to Sunday, July 7, 2013. It is expected that all NMA delegates and other international participants will arrive in Trinidad on Wednesday, July 3, 2013 and return on Monday, July 8, 2013.
Venues
Conference venue: The Courtyard Marriott and Hyatt Regency Hotels, Port-of-Spain, Trinidad.

Social Events:
Social events will be arranged through the T&T Tourism Development company (http://www.tdc.co.tt/). Group booking will be made upon request to medassoc@tntmedical.com (Attn: ALICIA). Prices for these tours will vary, but will be negotiated base on the size of the interested group.

The Programme

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>4 July</td>
<td>8am – 10.30am</td>
<td><strong>CMA Executive Meeting</strong> (Attendees – CMA Executives Only)</td>
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<td></td>
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<td>11.00am – 4pm</td>
<td><strong>CMA Council Meeting and Elections</strong> (Attendees - All CMA Members)</td>
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<tr>
<td>Friday</td>
<td>5 July</td>
<td>8am – 2pm</td>
<td><strong>Participatory Governance/Strategic Planning</strong> (Attendees- All CMA Members)</td>
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<tr>
<td>Saturday</td>
<td>6 July</td>
<td>8am -1pm</td>
<td><strong>Unlocking the Potential of the Commonwealth</strong> (Attendees – All CMA Members &amp; T&amp;TMA Members)</td>
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<tr>
<td>Sunday</td>
<td>7 July</td>
<td>8am-4pm</td>
<td><strong>Trinidad &amp; Tobago Medical Association Annual Medical Research Conference</strong></td>
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<td><strong>CMA Conference Communiqué</strong> (Attendees- Members of CMA &amp; T&amp;TMA)</td>
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<tr>
<td>Monday</td>
<td>8 July</td>
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<td><strong>Day trip to Tobago</strong> (Optional)</td>
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The scientific presentations will take place on July 6th and 7th. There will be a Press conference to present the Conference Communiqué on Sunday 7th. The Draft Programme is attached.
Hotel Accommodation

The Courtyard Mariott is the Main Conference Hotel - see Registration form for details for booking

Other hotels recommended for international delegates:

<table>
<thead>
<tr>
<th>Hotel</th>
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<tr>
<td>The Hyatt Hotel</td>
<td>1-868-623-2222</td>
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<tr>
<td>Capital Plaza</td>
<td>1-868-625-3366</td>
</tr>
<tr>
<td>The Hilton Hotel</td>
<td>1-868-624-3211</td>
</tr>
<tr>
<td>Kapok Hotel</td>
<td>1-868-622-5765</td>
</tr>
<tr>
<td>The Chancellor</td>
<td>1-868-623-0883</td>
</tr>
<tr>
<td>Normandie Hotel</td>
<td>1-868-624-1181</td>
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Registration

Registration start from 7 May, 2013. The Registration form is attached.

Transport

Transfers to and from the Piarco International Airport are not included in the registration fee. Taxi’s from the airport cost approximately 15 -30 US$= 100 - 200 TT$ per person. Rates may vary late at night.

Arrangements will be made for transport between event venues and the conference hotels. Those wishing to arrange privately should take note that traffic drives on the left (UK style). There is also good and cheap public transport system. Car hire is relatively cheaper.

Sponsorship

The CMA has a strict budget for this conference. The CMA has a strict budget for this conference. It is therefore strongly advised that NMAs should sponsor their delegates or seek for sponsorship from health sector partners and other stakeholders.

Visa and Health/Immunisation Requirements

No vaccinations are required for entry into Trinidad & Tobago. Guests are advised to check with their Foreign Ministries for visa requirements early. The CMA secretariat and T&TMA Organising committee will be pleased to help to co-ordinate visa requests.

Insurance

Insurance cover will not be provided for participants for travel or while attending the conference. No responsibility will be accepted for expenses arising out of sickness, injury or loss of life. All delegates are encouraged to take out a health insurance.
Conference language: The official language for the conference will be English. Translators will not be provided.

For further information please contact:

Conference Contacts:
1) The Secretary
Commonwealth Medical Association
C/o BMA House, Tavistock Square
London WC1H 9JP, United Kingdom
Tel: +44 20 7792 6444
E-mail: cmailiaison@cma.bma.org.uk
oheneba111@gmail.com

2) The Conference Committee
T&T Medical Association
Xavier St. Extension, Orchard Gardens
Chaguanas, Trinidad & Tobago
Tel: +868-671-7378
medassocS@tntmedical.com
schamely@hotmail.com