



3rd OOCUR Annual Conference

2-4 November 2005, Nassau Bahamas

Theme: “Utility Regulation in the Caribbean–Fulfilling the Mandate”

October 5, 2005

Colleagues,

We are pleased to invite you to participate in, present a paper and/or to be a sponsor of the 3rd OOCUR Annual Conference on “Utility Regulation in the Caribbean–Fulfilling the Mandate” to be held at the British Colonial Hilton, Nassau Bahamas on 2-4 November 2005.

This Conference will provide an opportunity for you to gain information and knowledge of the Caribbean Regulators’ operations and a unique exposure into the decision-making and regulatory processes in utility regulation of the telecommunications, power/electricity and water sectors as well as participation in discussions of topics presented.

The 1st and 2nd OOCUR Annual Conferences held in 2003 and 2004 respectively were very successful and we again invite you to join us in open discussions on key issues and topics. Please visit the OOCUR website at www.oocur.org for further information on past conferences and the 3rd OOCUR Annual Conference.

We invite you to join in the sponsorship of the 3rd OOCUR Annual Conference. Please indicate interest by email to the Secretary General at secretariat@oocur.org

Enclosed are the Conference Documents, in particular the Program, OOCUR Registration Form and the Hotel Reservation Form, which would assist you in planning and ensuring your participation.

We look forward to seeing you in Nassau, Bahamas on 2-4 November 2005.

Sincerely
Rita Persaud-Kong
Secretary General

Address: OOCUR Secretariat c/o RIC, Furness House, Wrightson Road & Independence Square,
Port of Spain, Trinidad & Tobago, Tel: (868) 742-1092, (868) 625-5384 or (868) 624-9168 & Fax: (868) 624-2027.
Email: secretariat@oocur.org or persaudkongr@ric.org.tt OOCUR Website: www.oocur.org



Program at a Glance

OOCUR Events in the Bahamas on October 31–November 4, 2005 Co -Host: Public Utilities Commission of the Bahamas

Monday 31st October 2005:

Arrivals
7pm-9.00 pm Executive Council Meeting

Tuesday 1st November 2005:

9am-9.00pm Leadership Workshop
6.00pm-7.00pm Conference Registration

Wednesday 2nd November 2005:

3rd OOCUR Annual Conference:
Opening Ceremony
Conference Proceedings
Welcome Reception

Thursday 3rd November 2005:

Conference Proceedings
6.30-7.00pm General Assembly Meeting
Gala Dinner

Friday 4th November 2005:

Conference Proceedings
Conference Conclusion

Executive Education for Utility Regulators

Leadership in Utilities Policy

Tuesday, November 1, 2005

9:00 a.m. - 9:00 p.m.

**British Colonial Hilton
Nassau Bahamas**

- *Where are the leadership challenges in regulation?*
- *What is your role in providing leadership?*
- *How can regulators thrive in their leadership roles?*

People often resist change, leaving their countries or organizations to subsist at a minimal level of functioning for a long time without progress. When this happens in vital infrastructure sectors, critical decisions are deferred and these important sectors fail to be the dependable engines of economic growth that we need. Consider, for example, the delays in crucial decisions that aggravated the California energy crisis and the traditions that constrain regulatory independence in the Caribbean.

To avoid such dysfunctions in the future and to thrive in times of change, leadership is needed that helps regulators, policymakers, industry, and others make important policy decisions that build on our history and generate new sources of value. This leadership can come from a number of sources, but leadership from regulators is particularly important because regulators almost always play central roles in key policy initiatives. Regulators also possess critical knowledge that can help stakeholders make difficult choices between what is really important and must be preserved for the future and what should be left behind.

This program is designed to help commissioners and their senior advisors provide this important leadership by engaging in a dialogue about the knowledge and skills that are necessary for exercising leadership in regulation. Through a combination of case studies, discussions, and personal reflection, participants will discover new tools, resources and paradigms for facing what many see as insurmountable challenges.

This program will:

- Explain the concept of adaptive leadership, which is the form of leadership that is essential to effecting meaningful change in organizations and systems;
- Describe why leadership is both difficult and dangerous;
- Examine common misconceptions about leadership;
- Provide a set of essential tools for exercising leadership that will enable people to thrive even while helping organizations make difficult changes.

Updated program information and pre-program readings will be available on the PURC website <http://www.purc.org>.

Registration should be sent to Rita Persaud-Kong, Secretary General, OOCUR Secretariat c/o RIC, Furness House, Wrightson Road & Independence Square, Port of Spain, Trinidad & Tobago, Tel: (868) 742-1092, (868) 625-5384 or (868) 624-9168 & Fax: (868) 624-2027. Email: secretariat@oocur.org or persaudkong@ric.org.tt.

Executive Education for Utility Regulators

Leadership in Utilities Policy

Tuesday, November 1, 2005

9:00 a.m. - 9:00 p.m.

British Colonial Hilton

Nassau Bahamas

Agenda

9:00 a.m.

- Introductions
- Current leadership challenges in the Caribbean
Participants examine the current leadership challenges for regulators in the Caribbean. Topics include independence, difficult policy initiatives, organizational development, and adapting to new situations. The discussion highlights three key concepts for leadership: Leadership and authority; Technical versus adaptive challenges; and Framing challenges.
- Providing leadership in regulation
Participants discuss the complexities of providing leadership in regulation in the Caribbean. Focus is in personal leadership skills and the traits of adaptive organizations. The discussion draws attention to: Why adaptive leadership in regulation is difficult and has perils; How regulators can get on the balcony and think politically; and Staying in the game.

12:00 noon to 1:00 p.m. Lunch

1:00 p.m.

- Personalizing adaptive challenges
Identifying adaptive challenges and understanding who faces these challenges is central to providing adaptive leadership. Participants consider their personal contributions to the difficulties they face and how others might interpret these situations.
- Individual cases in adaptive leadership
Participants examine personal cases in adaptive leadership. The process emphasizes the practice of peer consultation to assist participants in gaining new perspectives and insights into their own leadership challenges.

5:00 p.m. to 7:00 p.m. Dinner Break

7:00 p.m.

- Debriefing and next steps
Participants review key concepts and develop plans for their own leadership challenges. Participants form teams to provide peer consulting on individual cases. These teams will meet at designated lunch tables during the OOCUR conference.



3rd Annual Conference

2-4 November 2005

Venue: British Colonial Hilton, Nassau Bahamas

Theme: “Utility Regulation in the Caribbean–Fulfilling the Mandate”

PROGRAMME **(Draft dd. October 5, 2005)**

Tuesday, November 1, 2005: Delegates arrive
Hotel check in
Conference Registration
(6.00pm-7.00pm)

Co-Host: The Bahamas



Public Utilities Commission

Wednesday, November 2, 2005

Morning

8.00- 9.00 Conference Registration contd.

9.00 –10.00 OPENING CEREMONY

- 9.00-9.05 Introductions: Rita Persaud-Kong, Secretary General OOCUR
9.05-9.15 Welcome Address: Co-host, Mr. Barrett A. Russell Executive Director, Public Utilities Commission, Bahamas
9.15-9.30 Welcome Address: Chairman of OOCUR: Mr. J Paul Morgan, Director General, Office of Utilities Commission, Jamaica
9.30-10.00 Opening Address: Prime Minister / Minister of Government-Bahamas

10.00 –10.30 ~Break~

CONFERENCE PROCEEDINGS

10.30-10.50 Feature Address
“Using Leadership to Make Policy Work”, Dr. Mark A. Jamison, Lecturer & Director, Public Utilities Research Centre, (PURC) University of Florida, U.S.A

Telecommunications
Chair: Mr. E George Moss, Chairman, Public Utilities Commission, Bahamas

10.50-11.10 “Broadband Access: Its future and its prospects in Jamaica”
Presenter: Mr. Carey Anderson, Economist of the Office of Utilities Regulation (OUR)

11.10-11.25 *Discussion*

11.25-11.45 “Regulatory Trends & Forecasts in Latin America, with a Focus on the Mobile Industry”
Presenter: Mr. Arturo Briceno, Senior Consultant, NERA Economic Consulting

11.45-12.00 *Discussion*

12.00-12.20 “Competitive Safe Guards: The Need for Accounting Separation for Dominant Operators”
Presenter: Mr. Patrick K. Williams, Economist, OUR

12.20-12.35 *Discussion*

12.35 -1.45 ~Lunch~



Afternoon

1.45-2.05

“Use of Technology in Solving Regulatory Issues”

Presenter: Mr. Ben Boyd, Regulatory Affairs, Director Itron Inc.

2.05-2.20

Discussion

2.20-2.40

“Global Climate Change, Disaster Preparedness and the Telecommunications Sector”

**Presenter: Mr. John Caesar, Lecturer, University of Guyana and Commissioner,
Public Utilities Commission of Guyana**

2.40-2.55

Discussion

2.55-3.15

“Stopping Anti-Competitive Conduct in Telecommunications-Beyond the RIO”

Presenter: Ms. Liz Urquhart, Manager, Castalia Associates

3.15-3.30

Discussion

3.30-3.45

~Break~

Chair: Mr. Eliud T. Williams, Executive Director, ECTEL

3.45-4.05

“Achieving Universal Service in the 700 Islands of the Bahamas, Fact or Fiction”

**Presenter: Mrs. Kathleen Riviere-Smith, Certified Public Accountant & Financial
Analyst of the Bahamas Public Utilities Commission (PUC Bahamas)**

4.05-4.20

Discussion

4.20-4.40

“Managing the Radio Spectrum-The Bahamian Framework and Experience”

Presenter: Mr. Charles Kemp, Telecommunications Engineer, PUC Bahamas

4.40-4.55

Discussion

4.55-5.15

“The Current State of Competition in some member Countries of OOCUR”

Presenter: Mr. Franklin A. Brown, Economist, PUC, Bahamas

5.15-5.30

Discussion

5.30-6.00

“Regulation of Retail Prices in the Context of Market Liberalization”

“Applying Principles of Cost Orientation in Micro States”

Presenter: Mr. Mark Williams, Frontier Economics

6.00-6.15

Discussion

~ Welcome Reception ~

Thursday, November 3, 2005

Morning:

Electricity

Chair: Dr. Gilbert Canton, Chairman Public Utilities Commission, Belize

8.30-8.50

“The Privatization of the Electricity Sector: The Case of the Jamaica Public Service Company (JPSCo) - A Regulatory Governance and Public Policy Perspective”

Presenter: Ms. Tazhmoye Crawford, Member of the Consumer Advisory Committee on Utilities (CACU), Jamaica

8.50-9.05

Discussion

9.05-9.25

“Challenges of Regulating Independent Power Producers in Trinidad & Tobago”

Presenter: Ms. Carol Balkaran, Economist & Tariff Analyst, Regulated Industries Commission (RIC)

9.25-9.40

Discussion

9.40-10.00

“Incentive Regulation for Electricity in Belize”

Presenters: Ms. Anna Rossington, Engineer, Public Utilities Commission, Belize & Mr. Virendra Ajodhia, Consultant, KEMA Consulting

10.00-10.15

~ Break ~

Chair: Mr. J. Paul Morgan, Director General, Office of Utilities Regulation

10.15-10.35

“Funding Capex in the Electricity Transmission and Distribution Sector—a Caribbean Dilemma”

Presenter: Mr. Claude Byer, Economist & Tariff Analyst, RIC

10.35-10.50

Discussion

11.50-11.10

“Fuel Efficiency in Generation- the Trinidad and Tobago Experience”

Presenter: Mrs. Janelle Crosby, Compliance Analyst, RIC

11.10-11.25

Discussion

11.25-11.45

“System Losses – the Caribbean Experience”

Presenter: Mr. Gavin Alexander, Engineer & Assistant Executive Director, Technical Operation, RIC

11.45-12.00

Discussion

12.00-1.30

~Lunch~

Afternoon

Chair: Justice Prem Persaud, Chairman Public Utilities Commission, Guyana

1.30-1.50

“System Losses: Regulatory Treatment - what is fair”

Presenter: Mr. Duane Rowe, Engineer, OUR

1.50-2.05

Discussion

2.05-2.35

**“Electric Utility Regulation & the Caribbean Single Market & Economy (CSME)”
& “The Caribbean Renewable Energy Development Programme (CRED)”**

Presenter: Dr. Roland Clark, Project Manager, CRED, CARICOM Secretariat

2.35-2.50

Discussion

2.50-3.10

“Managing Expectations – Why Customers of the Jamaica Public Service Company (JPSCo) paid for hurricane damage”

Presenter: Mr. David A. Geddes, Director, Consumer & Public Affairs, OUR

3.10-3.25

Discussion

3.25-3.40

~Break~

Water

3.40-4.00

“The Winning Formula – the Right Strategy”

**Presenter: Mr. Andy St. Clair, Manager Tariff & Programme Monitoring,
Water and Sewerage Authority (WASA) Trinidad & Tobago**

4.00-4.15

Discussion

Chair: Mr. Dennis Pantin, Chairman, Regulated Industries Commission

4.15-4.55

“Water Regulation: Getting the Basics Right”

Presenter: Mr. David Ehrhardt, Chief Executive Officer, Castalia Associates

4.55-5.10

Discussion

5.10-5.30

“The New Biotechnologies, GMO’s Water Safety and the Regulation of Quality in the Water Sector: Impending Issues for the Caribbean”

**Presenter: Mr. John Caesar, Lecturer, University of Guyana and Commissioner,
Public Utilities Commission of Guyana**

5.30-5.45

Discussion

5.45-6.05

“Transforming the Water and Sewerage Corporation in Preparation for External Regulation”

Presenter: Mr. Robert C. Deal, Assistant General Manager, Water and Sewerage Corporation, Nassau, Bahamas

6.05-6.20

Discussion

~Gala Dinner~

Friday, November 4, 2005

Morning:

9.00-9.20

Water continued

“Watershed Management-Strategies for Securing our Water Supply”

Presenter: Mrs. Marsha Atherley-Ikechi, Utility Analyst, Fair Trading Commission, Barbados (FTC)

9.20-9.50

Panel Discussion –“from Watershed Management to Water Metering”

Legal, Institutional, Capacity Building & Stakeholders Participation

Chair: Mr. Floyd Phillips, Member, Fair Trading Commission, Barbados

9.50-10.10

“Administrative Law case study on Utility Regulation in Guyana”

Presenter: Justice Prem Persaud, Chairman Public Utilities Commission, Guyana

10.10-10.25

Discussion

10.25-10.40

~Break~

10.40-11.00

“The Need for a Clear Legal Framework in the Regulatory Arena: An Administrative Case Study”

Presenter: Ms. Kim V. Griffith, Senior Legal Officer, FTC

11.00-11.15

Discussion

11.15-11.35

“Regulatory Independence: What it means and how to achieve it”

Presenter: Mr. Winston Hay, Consultant Castalia Associates.

11.35-11.50

Discussion

11.50-12.10

“Human Resources Management in Utility Regulation –The Bahamas Experience”

Presenter: Ms. Karen G. I. Rigby, Manager of Administration, PUC Bahamas

12.10-12.25

Discussion

12.25-1.40

~Lunch~

1.40-2.00

“Utility Regulation and the Jamaican Consumer-the Jamaican Experience”

Presenter: Ms. Yasmin Chong, Chairman, Consumer Advisory Committee on Utilities, Jamaica

2.00-2.15

Discussion

2.15-2.35

“Stakeholders Participation in the Regulatory Process and in Quality of Service”

Presenter: Ms. Mary Clark Webster, Consultant, Webster & Somes

2.35-2.50

Discussion

2.50-3.13

Closing Panel Discussions

3.15-3.30

Votes Of Thanks

-----End of Conference-----



**3rd OOCUR Annual Conference
2-4 November 2005, Nassau Bahamas**

Theme: “Utility Regulation in the Caribbean – Fulfilling the Mandate”

~ 3rd CALL FOR PAPERS ~

OOCUR invites submissions of research papers on fulfilling the Utility Regulation Mandate with reference to the Caribbean & Internationally and in particular those listed below:

Telecommunications & ICT

•Interconnection •Managing Spectrum •Competitive Safe Guards •Universal Service •Pricing/Rates/Tariffs• Narrow and Broadband Access • Convergence in Telecommunications, Broadcasting & Computing, Mobility and Information Technology • Wireless Services • VOIP • ICT in Disaster Preparedness •Issues of ICT Regulation •Use of Technology in Solving Regulatory Issues •Enforcement, Sanctions and ADR

Water

•Pricing/Rates/Tariffs & Efficiencies •Service Levels •Social Considerations •Unaccounted For Water (UFW) Management • Watershed Management •Water Markets •Enforcement, Sanctions and ADR

Electricity

•Issues of Unbundling •Fuel Efficiency in Generation •Funding Capital Expenditure •Pricing/Rates/Tariffs •Renewable/Alternative Energy Sources •Systems Losses •Enforcement, Sanctions and ADR

Stakeholders Participation

• Utility Regulation from Consumers and Consumer Advocacy Groups perspective • Utility Regulation from Service Providers perspective • Shareholders Perspective on Utility Regulation

Legal, Institutional & Capacity Development

•Administrative Law case study on Utility Regulation • Country Experience and Implications of Recent Regulatory Decisions •Human Resource Development in the Regulatory Environment

Submission Guidelines:

Abstracts: one page specifying Topics and name of Presenter/Author and include CV with abstract

Paper: to be typed on Microsoft Word, font size 12 and sent by email attachment

Presentation: paper presentation time is 20 minutes including optional Power Point

Presenters: exempted from payment of Conference Registration Fees but must pay their own travel and hotel accommodation expenses

Publications: papers will appear in OOCUR publications

One Page Abstract - Submission Deadline: September 16, 2005

Notification of Acceptance of Abstract: September 23, 2005

Paper Submission deadline: October 14, 2005. No Paper–No Podium will apply

Submit Abstract and Paper to secretariat@oocur.org ; or persaudkongr@ric.org.tt Address: OOCUR Secretariat c/o RIC, Furness House, Corner Wrightson Road & Independence Square, Port of Spain, Trinidad & Tobago, Tel. (868) 742-1092, (868) 627-7820 or (868) 627-0503 & Fax: (868) 624-2027 website:

<http://www.oocur.org>



Public Utilities Commission

**“Utility Regulation in the Caribbean–Fulfilling the Mandate”
3rd. Annual Conference
Nassau, Bahamas 2-4 November, 2005**

Information

OOCUR Conference Registration:

All Participants, Presenters and Sponsors are required to complete the attached **OOCUR Conference Registration Form** and **Return to:**

Secretary General

OOCUR Fax: 868-624-2027

Tel: (868)-624-9168, 742-1092

Email: secretariat@oocur.org

And to:

Ms. Karen Rigby (to facilitate coordination of your Registration & Transportation)

PUC, Fax: 242-323-7288

Tel: 242-322-4437

Email krigby@pucBahamas.gov.bs

Hotel Reservation:

Venue and Hotel accommodation:

British Colonial Hilton Nassau Resort

Address: #1, Bay Street, Nassau Bahamas

Web site: <http://www.nassau.hilton.com/>

All Participants, Presenters and Sponsors are required to complete the attached **Hotel Reservation Form by October 14, 2005 and Return to:**

Hilton Reservations

Fax: 242-302-9009

Tel: 242-302-9031

And to:

Ms. Karen Rigby (to facilitate coordination of your Hotel Reservation)

PUC, Fax: 242-323-7288

Tel: 242-322-4437

Email krigby@pucBahamas.gov.bs

Transportation:

Transportation to and from the Nassau International Airport and the Hotel will be provided and is included in the OOCUR Registration fee. Please provide accurate travel schedule information on the Hotel Reservation Form and Conference Registration Form.

The British Colonial Hilton Nassau Resort



The British Colonial Hilton Nassau Resort, previously the site of Old Fort Nassau, sits on eight tropical beachfront acres, offering guests a luxurious blend of business and pleasure. Situated in the heart of Nassau, the Hilton offers you guestrooms, meeting rooms and banquet facilities all at one convenient location.

Deluxe Accommodations – Comfortable guestrooms offer individual controls for air-conditioning units and windows that open for fresh air. Amenities include oversized desk, telephone modem/internet access, electronic safe, coffee maker, minibar, hairdryer, iron and iron board.

Business Center - The hotel provides guest with a wide variety of services including typing and word processing, computer rental, Internet access, facsimile, photocopying, translation, and more.

Dining – The hotel offers many choices for dining from fine cuisine to light snacks and a patio grille.

Fitness Centre – Take a break from it all and have a swim in the outdoor pool or the ocean, the hotel also has a fitness center and a spa where you can be pampered.

Other Attractions - From the Hilton, guests can walk to duty-free shops, the Bay Street Straw Market, and Government House. A five-minute taxi ride leads to championship golf courses, two world-class casinos, and unlimited water sports.

Come and Enjoy a Bahamian Experience
On one of the Islands of the Bahamas
Nassau, New Providence



The Islands of The Bahamas is a 100,000 sq-mile archipelago that extends over 500 miles of the clearest water in the world. There are 700 islands made up of islands, uninhabited cays and large rocks.

The Bahamas has a population of 305,000 people with 70% living in the Capital of Nassau.

Nassau is the Capital City of The Bahamas and is located on the island called New Providence it is also joined by a bridge to Paradise Island, once called Hogg Island. Nassau is only 185 miles from Miami.

Nassau has a diverse heritage and equally diverse culture rich with customs.

Nassau has Forts, a zoo, nightlife, casinos, great shopping on Bay Street, fishing and an array of things to see and to do.

The Weather:

The trade winds that blow almost continually throughout The Islands of The Bahamas give the islands a warm, agreeable climate, which varies little year round. The most refreshing time is between the months September through May, when the temperature averages 70-75F degrees. The rest of the year is a bit warmer with temperatures between 80-85F degrees.

The Currency:

In The Bahamas, the legal tender is the Bahamian dollar (B\$1), which is equivalent in value to the U.S. dollar. Even though The Bahamas mint and circulate their own legal tender, both U.S. and Bahamian dollars are accepted interchangeably throughout the islands.

The Language:

English is the official language of the Bahamas. However, you may hear a little dialect in the way locals speak, nothing that you won't understand, perhaps just a little fast in pace and a little shortened words.

The electricity system is the same as the US: 110V/220V, 60Hz with 2 pin plugs.

Things to See and To Do:

While in Nassau, be sure to take in some of the great sightseeing of the areas of Nassau and Paradise Island, home of the Atlantis Resort. Also visit the Bacardi Factory or try the local Kalik beer and fresh conch salad on Arawak cay and try the many native dishes. Come and experience the Islands of The Bahamas:

❖Our friendly people



❖Our Food



❖Our attractions



❖Our diverse heritage, cultural history and the Bahamian love for celebration and community.

**WE INVITE YOU ALL TO JOIN US AT THE 3rd ANNUAL OOCUR CONFERENCE
IN NASSAU, BAHAMAS 2-4, November 2005**



3rd ANNUAL CONFERENCE

“Utility Regulation in the Caribbean–Fulfilling the Mandate” on November 2-4, 2005

REGISTRATION FORM

Participant /Presenter/Sponsor (*Print in Capital Letters, will appear as stated in badges etc.*)

Mr./Mrs./Ms:

First Name

Middle Name

Last Name

Organization:

Position/Title:

Mailing Address

Postal Code

City/State

Country:

Tel:

Fax:

E-mail:

Arrival:

Airline Name

Flight #

Time

Departure

Airline Name

Flight#

Time

Registration Fees:

OOCUR Member US\$200.00 ___ **Non-Member US\$300.00** ___ (includes Transportation to and from Airport, Lunches & Break Refreshments, Welcome Reception, Conference Proceedings Book, Bag, T-shirt, Novelty etc)

Accompanying Person US\$100.00 ___ (includes Transportation to and from Airport, Lunches & Break Refreshments, Welcome Reception)

Method of Payment: by cash or certified cheque on the day of Registration, November 1-2, 2005
Please do not send cash payment by mail. OOCUR will not accept liability for any kind of money loss.

Form to be Completed and Faxed by October 14, 2005 to:

Secretary General:

And to: Ms. Karen Rigby:

OOCUR Fax: 868-624-2027

PUC, Fax: 242-323-7288

Tel: (868)-624-9168, 742-1092

Tel: 242-322-4437

Email: secretariat@oocur.org

Email: krigby@pucBahamas.gov

Signature:

Date:



British Colonial Hilton

Nassau

GROUP RESERVATION REQUEST FORM

GROUP NAME: OCCUR GROUP – Public Utilities Commission
PROGRAM DATES: November 1-5, 2005
 PLEASE FAX BACK TO HILTON RESERVATIONS AT 242-302-9009/302.9010 Tel: 242.322.3301

PREFERRED GROUP RATES

Hilton Guest Room \$130.00 Single / Double Occupancy, per room per night
 (Deluxe City Side Bedroom)
Hilton Guest Room Plus \$150.00 Single / Double Occupancy, per room per night
 (Deluxe Ocean Side Bedroom)
Hilton One Bedroom Suite \$375.00 Single / Double Occupancy, per room per night

*** Add \$40.00 for Executive Level Accommodations. ***

TAXES, GRATUITIES AND SURCHARGES

The following taxes, gratuities and surcharges apply, and are subject to change without notice.

Government Tax..... 12%	Beach & Pool Gratuity \$1.50 per person per day
Maid Gratuity \$3.75 per person per day	Bellman Gratuity \$5.40 per person(in / out)
Energy Surcharge.....\$3.50 per person per day	

DEPOSIT REQUIREMENT

Guests must guarantee their room reservation with a credit card that can be presented upon check-in to the hotel. Please provide details of the credit card to which you authorize British Colonial Hilton to hold against your room.

CUTOFF DATE

The British Colonial Hilton agrees to hold the full block of guestrooms until **October 14, 2005**, subject to review with our Front Office Manager. All blocked rooms remaining unreserved at the cut-off date shall be released for resale and delegate reservations accepted on a first-come first-serve basis, at the prevailing rack rate.

Please provide the following information. **Please complete one Reservation Request Form for each room you will be reserving.**

Arrival Date (MM/DD/YY): __/__/__ Departure Date (MM/DD/YY): __/__/__

Room Type: Hilton Guest Room Hilton Guest Room Plus One-Bedroom Suite

Guest 1: Last Name: _____ First Name: _____

Guest 2: Last Name: _____ First Name: _____

Guest 3: Last Name: _____ First Name: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____ Tel: () _____ - _____ Fax: () _____ - _____

Credit Card Detail (Please note that this card must belong to one of the above-mentioned guests.)

Credit Card Type: _____ Credit Card Number: _____ - _____ - _____ - _____ Exp. Date: __

Authorized Signature: _____ E-mail: _____

Check In time begins at 3:00PM and Check Out time is 11:00AM