**IADB INGP**

**XII Annual Conference on Government Procurement in the Americas
November 29- December 1, 2016**

**Montego Bay, Jamaica**

**GROUND TRANSPORTATION PLAN**

**Sunday November 27, 2016**

**Arrivals**

Delegates arrive at Montego Bay International Airport (MBJ). Welcomed by representatives from the host country secretariat and the ground transportation company which has an airport desk in place just outside of the customs area. Delegates will be dispatched upon arrival based on flight schedule information on buses to the Rose Hall Hilton Hotel and the Iberostar Beaches, Suites and Grand Hotels.

Transit time from airport to Hilton Hotel approximately 20 minutes and to Iberostar, approximately 40 minutes.

**Monday November 28, 2016**

**Arrivals**

Same procedure as previous day (Sunday, November 27, 2016)

**10:00 a.m.**

Buses will be in place to transfer delegates from Iberostar Hotels and the Hilton Hotel to transport delegates to the Montego Bay Convention Centre (MBCC) to register

Shuttles for return to the hotels from the MBCC will be arranged every two hours from 11:00 a.m. to 6:00 p.m., coordinated by the transportation officer from the Conference Secretariat at the MBCC.

**Tuesday November 29, 2016**

**CONFERENCE DAY 1**

**7:30 a.m.**

Transportation/Shuttles to the MBCC start from the Iberostar Hotels and the Hilton Hotel.

Shuttles will depart every half hour from the Iberostar Hotels and the Hilton hotel up to 8:45 a.m.

Shuttles will available as required from the MBCC to conference hotels return guests to their hotel with shuttles in place starting from 3:30 p.m. on the hour. This shuttle will continue until 5:30 p.m.

Shuttles to the hotels will depart MBCC every half hour from 6:00 p.m. following the welcome reception which is scheduled from 5:30 p.m. to 8:00 p.m. to return guests to their hotels and will continue until 8:30 p.m.

 **Wednesday November 30, 2016**

**CONFERENCE DAY 2**

**7:30 a.m.**

Transportation/Shuttles to the MBCC start from the Iberostar Hotels and the Hilton Hotel.

Shuttles will depart every half hour from the Iberostar Hotels and the Hilton hotel up to 8:45 a.m.

Shuttles will available as required from the MBCC to conference hotels return guests to their hotel with shuttles in place starting from 3:30 p.m. on the hour. This shuttle will continue until 8:00 p.m.

**Thursday DECEMBER 1, 2016**

**PRIVATE MEETINGS**

**8:00 a.m.**

Shuttles from the Hilton to the Iberostar Convention Centre will start at 8:00 a.m. and will depart every 15 minutes until 8:45 a.m. to the Iberostar Convention Centre.

Shuttles will depart from the Iberostar Convention Centre to the Hilton Hotel from 3:30 p.m. every half hour until 6:30 p.m.

**Departures**

Shuttle buses will be on location at Iberostar and the Hilton as required based on the departure information provided by delegates on their registration forms or arrival starting with the earliest departure times as indicated for delegates and continuing thereafter until the latest departure times.

Additional/special arrangements for transportation can be requested through the Secretariat/Transportation Manager located at the MBCC.

**Friday DECEMBER 2, 2016**

**Departures**

Shuttle buses will be on location at Iberostar and the Hilton as required based on the departure information provided by delegates on their registration forms or arrival starting with the earliest departure times as indicated for delegates and continuing thereafter until the latest departure times.

Additional/special arrangements for transportation can be requested through the Secretariat/Transportation Manager located at the MBCC.

**Other Transportation Information**

**An Information Desk manned by representatives from the Secretariat and Ground Transportation Company will be located at each hotel. The location will be posted in the lobby of each hotel. The opening time of the transportation desk will be 7:30 a.m.**