



**PRELIMINARY AGENDA (PARTIAL LISTING)**  
**(I) INVITED; (C) CONFIRMED**

**MONDAY** November 30, 2009

7:30 am - 2:00 pm Location: Balmoral (Upper)  
**CARILEC BOARD MEETING** (*private*)

9:00 am - 7:30 pm Location: Mezzanine (Upper)  
**CONFERENCE REGISTRATION**

9:00 am - 11:00 am Location: Boardroom (Lower)  
**CCAA EXECUTIVE COMMITTEE** (*private*)

12:30 pm Location: TBA  
**NOAA FIELD TRIP TO THE NATIONAL HURRICANE  
CENTER (NHC) AND THE ATLANTIC  
OCEANOGRAPHIC AND METEOROLOGICAL  
LABORATORY (AOML)**

3:00 pm - 5:00 pm Location: Bayfront A (Lower)  
**CCAA BOARD OF TRUSTEES** (*private*)

6:30 pm - 8:30 pm Location: Versailles Foyer  
(Upper)  
**OPENING GALA RECEPTION**

**WELCOME:**

**CORNELIUS B. PRIOR, JR., CHAIRMAN, CCAA &  
CHAIRMAN, ATLANTIC TELE-NETWORK, INC.  
MANUEL A. MENCIA, ENTERPRISE FLORIDA, INC.**

**INTRODUCTION:**

**PASQUALE "PAT" MINICUCCI, SCOTIABANK**

**REMARKS:**

**AUDLEY SHAW, MINISTER OF FINANCE AND PUBLIC  
SERVICE, JAMAICA (C)**

**TUESDAY** December 1, 2009

7:30 am - 7:30 pm Location: Mezzanine (Upper)  
**CONFERENCE REGISTRATION**

7:30 am - 8:30 am Location: Bayfront B (Lower)

**BREAKFAST BRIEFING:**

**"THE GLOBAL ECONOMY IN SYSTEMIC  
TRANSFORMATION: EMERGING MARKETS IN  
CONTEXT"**

**HOSTED BY PABLO BREARD, SCOTIABANK**

8:30 am - 10:15 am Location: Trianon (Upper)  
**POLICY PLENARY**

The Caribbean Basin sits at the geographical center of an inter-American system that came into focus at the April 2009 Summit of the Americas. Today, however, the strain on the system remains apparent: as projects, petroleum, and promises are dangled in front of these smaller countries, there is a drive to create an alternative regional development ideology that, it is argued, may be ultimately unsustainable. Canada and the U.S. are also pushing for partnerships and regional approaches, but these partnerships remain undefined. Is the region strategically or economically as important as it used to be?

**WELCOME:**

**Anton Edmunds, Executive Director & CEO, CCAA**

**PRESENTERS:**

**Craig Kelly, Principal Deputy Assistant Secretary of  
State, United States (C)**

**Albert Ramdin, Assistant Secretary General,  
Organization of American States (C)**

10:15 am - 10:30 am Location: Mezzanine (Upper)

**COFFEE BREAK**

**SPONSORED BY:**

**ENTERPRISE FLORIDA & PORT EVERGLADES**

10:30 am - 12:00 pm Location: Trianon (Upper)

**POLICY TOWNHALL:**

**The Caribbean Basin in the Inter-American System**

In our increasingly globalized world, countries forge alliances to highlight their own relevancy. The Caribbean and Central America have created instruments to bolster their strengths as blocs. But are these institutions capable of meaningfully representing their members' interests? And within a hemisphere traditionally led by the north, the countries of South America are increasingly flexing their political and economic muscle, -

how is this impacting the traditional framework? What is the future for the Inter American System as we have known it? Can current trade and commercial agreements arrangements ensure economic and social stability?

**MODERATOR:**

**Peter Hakim, Inter-American Dialogue (C)**

**PRESENTERS:**

**Amb. Gonçalo de Barros Carvalho e Mello Mourão, Ministry of Foreign Affairs, Brazil (C)**  
**Louis Patrick Hill, President of the Senate, U.S. Virgin Islands (C)**  
**David Lewis, Manchester Trade (C)**  
**Kenneth H. Merten, US Ambassador to Haiti (I)**

12:30 pm - 1:45 pm Location: Versailles (Upper)

**PLENARY LUNCH**

**REMARKS:**

**JOE GARCIA, OFFICE OF ECONOMIC IMPACT, US DEPARTMENT OF ENERGY (I)**

**KEYNOTE ADDRESS:**

**PETER KENT, MINISTER OF STATE OF FOREIGN AFFAIRS (AMERICAS), CANADA (C)**

2:00 pm - 3:30 pm Location: Trianon (Upper)

**PRIORITY ISSUE**

**FINANCIAL SERVICES:**

**STRENGTHENING OUR EMERGING MARKETS**

The global financial crisis has resulted in the postponement or suspension of projects throughout the region and there is pressure on regional banks to step in. Do these banks have enough liquidity to finance development? Can the development banks step in? How do international banks view the region? While steps are being taken to increase transparency, are the region's offshore financial centers going to survive? Is it time for a trans-regional regulatory agency and fewer stock exchanges?

**MODERATOR:**

**John Rodriguez, Wells Fargo (C)**

**PRESENTERS:**

**Larry Howai, First Citizens Group (C)**  
**Pasquale "Pat" Minicucci, Scotiabank (C)**  
**Franklin Santarelli, Fitch Ratings (C)**

3:45 pm - 5:30 pm

**CONCURRENT ROUNDTABLES**

3:45 pm - 5:30 pm Location: Balmoral (Upper)

**EDUCATION AND CAPACITY BUILDING**

With the shifting demands of a globalized world, the region's workforce must possess the skills to quickly

respond to new challenges and opportunities if it is to remain competitive. How do the countries in the Caribbean and Central America improve the quality of their educational systems in order to ensure a cadre of graduates who are prepared for today's world? And are the region's academic institutions strategically adjusting their curriculums so as to create a workforce capable of meeting the demands of the 21st century?

**MODERATOR:**

**Walter Bastian, US Department of Commerce (C)**

**Speakers:**

**Arturo Condo, INCAE School of Business (C)**  
**Lydia Logan, Institute for a Competitive Workforce (C)**  
**Anne Howard Tristani, Universidad del Este (UNE) Puerto Rico (C)**

3:45 pm - 5:30 pm Location: Sandringham/Windsor (Upper)

**TRANSPORTATION**

It cannot be overstated how important the ease of movement of goods is to the region's development. In addition, the region continues to grow as a major hub for global trade. Acknowledging this requires investment in and commitment to infrastructure and policies that increase the region's competitiveness. What continue to be the impediments to policy implementation? What does the region risk through inaction?

**MODERATOR:**

**Gregory Mevs, WinGroup (C)**

**SPEAKERS:**

**Phillip Allen, Port Everglades (C)**  
**Michael Poole, Jacksonville Port Authority (C)**  
**Clive Forbes, Caribbean Shipping Association (C)**  
**Glen Khan, LaParkan (C)**  
**Francisco Santeiro, FedEx Corporation (C)**

3:45 pm - 5:30 pm Location: Escorial/Alhambra (Upper)

**HAITI**

Debt relief; generous foreign assistance programs; preferential legislation. Extreme poverty; weak institutions; natural disasters. These highlight just some of the opportunities and challenges facing Haiti's economic development. Where are the opportunities for investment in Haiti: the U.S., Canada, Brazil, Europe, or beyond? Is Haiti really ready for large investment projects? Can the HOPE legislation deliver on its potential?

**MODERATOR:**

**Jose Perez-Jones, Seaboard Marine (C)**

**SPECIAL GUEST SPEAKER:**

Jocelyne Fethières, Minister of Commerce and Industry, Haiti (I)

**SPEAKERS:**

Joseph Baptiste, National Organization for the Advancement of Haitians (C)  
Maxime Charles, Scotiabank (C)  
Suzanne Etcheverry, Overseas Private Investment Corporation (C)  
Jose Ramon Gomez, Inter-American Development Bank (C)  
Marline Lamothe, USAID/Haiti (C)  
Georges Sassine, Haitian Manufacturers' Association (I)

5:30 pm – 6:30 pm

**COLLATERAL EVENTS  
PRESENTATIONS**

6:00 pm – 6:30 pm Location: TBD

**COLLATERAL PRESENTATION  
HOSTED BY: HAITIAN MARITIME ASSOCIATION**

6:30 pm - 7:30 pm Location: Mezzanine (Upper)

**NETWORKING RECEPTION  
SPONSORED BY: HAITIAN MARITIME ASSOCIATION**

7:30 pm - 9:30 pm Location: Versailles (Upper)

**PLENARY DINNER**

**WELCOME:**

PASQUALE "PAT" MINICUCCI, SENIOR VICE PRESIDENT, INTERNATIONAL BANKING, SCOTIABANK

**ADDRESS:**

KENNETH MCCLINTOCK, SECRETARY OF STATE, PUERTO RICO (I)

RICK C. WADE, OFFICE OF THE SECRETARY, US DEPARTMENT OF COMMERCE (C)

**KEYNOTE ADDRESS:**

RENE PRÉVAL, PRESIDENT, HAITI (I)

**WEDNESDAY December 2, 2009**

7:00 am – 8:30 am Location: Sandringham/Windsor (Upper)

**COLLATERAL BREAKFAST:  
"H1N1 – THE IMPACT ON THE REGION"  
HOSTED BY BAPTIST HEALTH INTERNATIONAL**

7:30 am - 8:30 am Location: Escorial/Alhambra (Upper)

**COLLATERAL BREAKFAST:  
"BUILDING A SUSTAINABLE ENVIRONMENT"  
HOSTED BY THE NATIONAL OCEANIC &  
ATMOSPHERIC ADMINISTRATION (NOAA) & THE  
INTERNATIONAL TRADE ADMINISTRATION**

7:30 am - 7:30 pm Location: Mezzanine (Upper)  
**CONFERENCE REGISTRATION**

8:30 am - 10:15 am Location: Trianon (Upper)  
**MULTILATERAL INSTITUTIONS PLENARY**

Financing development is, essentially, a competition for resources. The Multi-Lateral institutions develop strategies and priority areas of assistance, as countries and companies identify needs and projects. With the global economic crisis, countries in the region are increasingly relying on these institutions to ensure that economic advances of the last decades are not reversed. What do the key Multi-Laterals in the region see as the challenges? What are their strategies in responding? And which countries/regions are best prepared to survive the turmoil?

**MODERATOR:**

**Mark Palchick, Womble Carlyle Sandridge & Rice (C)**

**PRESENTERS:**

**Trevor Alleyne, International Monetary Fund (C)**

**Hernan Alvarado, Central American Bank for Economic Integration (C)**

**J. Humberto Lopez, The World Bank (C)**

**Hans Schulz, Inter-American Development Bank (C)**

10:15 am - 10:30 am Location: Mezzanine (Upper)

**COFFEE BREAK**

**SPONSORED BY:**

**ENTERPRISE FLORIDA & PORT EVERGLADES**

10:30 am - 12:00 pm Location: Sevilla (Lower)

**PRIORITY ISSUE:**

**CRIME, DRUGS & DEVELOPMENT  
CONTAINING SURGING VIOLENT CRIME AND ILLEGAL  
TRAFFICKING IN THE CARIBBEAN BASIN**

The region has seen an increase in violent crime, as well as in narcotics and small-arms trafficking. Causes of this include the region's vulnerable location on the route between South America, the U.S. and Europe, its relative social and economic underdevelopment, and the economic downturn. Criminal activity is a threat to economic and political stability in the region. What is the

current state of risk and insecurity in the region? How are security programs meeting the challenges of narcotics trafficking? Are solutions national or regional? Realistically, can the resources available to fight this trend even scratch the surface of the problem?

**MODERATOR:**

**David Jessop, Caribbean Council (C)**

**PRESENTERS:**

**Bronwen Brown, Economist Intelligence Unit (C)**

**Velia DePirro, U.S. Department of State (C)**

**Roland Malins-Smith, Seafreight Agencies (USA) Inc. (C)**

**Andres Otero, Kroll (C)**

**William Shepherd, State Prosecutor of Florida (C)**

**Grantley Watson, Regional Security System (I)**

10:30 am - 12:00 pm Location: Bayfront A (Lower)

**PRIORITY ISSUE:**

**ATTRACTING FOREIGN INVESTMENT TO THE REGION**

Foreign Investment has become a major source of economic growth in the Caribbean and Central America. Arrangements such as CAFTA-DR and the expected integration of the Caribbean can act as further incentives to foreign investment, but even within these agreements countries are competing. How much do regional arrangements vs. national policies affect the decisions made by foreign investors? What is driving intra-regional investment? Is there a need for a regional investment policy that would level the playing field for all of the countries; or will the national enabling environment always trump any regional policy?

**MODERATOR:**

**Ines Bustillo, UN-Economic Commission for Latin America & the Caribbean (C)**

**PRESENTERS:**

**Jose Domingo Arias, Ministry of Commerce & Industry, Panama (C)**

**Lisa Bell, Jamaica Trade and Invest (I)**

**Richard Coles, CIC/Coles Group, Haiti (C)**

**Manuel Mencia, Enterprise Florida (C)**

**Ralph O'Neal, Ministry of Finance, British Virgin Islands (C)**

**Mildred Santos, Export and Investment Center of the Dominican Republic (CEI-RD) (C)**

**Julian Wilkins, Digicel Group (C)**

12:00 pm - 1:45 pm Location: Versailles (Upper)

**PLENARY LUNCH**

**ADDRESS:**

**SENATOR BOB GRAHAM (C)**

2:00 pm - 3:30 pm Location: Sevilla (Lower)

**FOCUS ON TOURISM**

Tourism is the principal revenue earner for many Caribbean economies, and is growing in importance in Central America. However, the region has to evaluate its sustainability. Many of the needs are known: more efficient energy consumption, better management of the physical environment, improved use of the technology and information available that can refine and improve the tourism product. Is the region making use of all of the available resources? Are tourism stakeholders working cohesively? Or are competing national or industry objectives impeding an effective regional approach to this critical driver of development?

**MODERATOR:**

**Jennifer Nugent-Hill, Tropical Shipping (C)**

**SPEAKERS:**

**Jose Napoleon Duarte, Ministry of Tourism, El Salvador (C)**

**Annie Hillary, NOAA (I)**

**John Issa, Superclubs (C)**

**Yves Lesenfants, Multilateral Investment Fund (C)**

**John Maginley, Ministry of Tourism, Antigua and Barbuda (C)**

**Enrique de Marchena, Caribbean Hotel and Tourism Association (C)**

**Guiselle Mendez, National System of Conservation Areas, Government of Costa Rica (C)**

**Alvaro Pilar, Puerto Rico Ports Authority (C)**

2:00 pm - 3:30 pm Location: Bayfront B (Lower)

**FOCUS ON ENERGY**

Volatile energy costs have affected regional competitiveness. Renewable energy costs are high, with regional governments and private sector without the technology or capital to invest in alternative energy projects. What incentives or policy changes can increase private sector participation in renewable and alternative energy projects? What initiatives and policies for promoting conservation and energy efficiency have proven successful? How are traditional energy suppliers contributing to the regional efforts to address energy security?

**MODERATOR:**

**Matt Ross, Womble Carlyle Sandridge & Rice (C)**

**SPEAKERS:**

**Leandro Alves, Inter-American Development Bank (C)**

**Roger Bryan, The Sol Group (C)**

**Nigel Hosein, CARILEC (C)**

**Joel Velasco, Brazilian Sugarcane Industry Association (UNICA) (C)**

3:45 pm - 5:30 pm

**CONCURRENT ROUNDTABLES**

3:45 pm - 5:30 pm Location: Bayfront A (Lower)  
**CUBA**

As Cuba struggles to maintain economic stability the offer of greater regional integration and the potential lifting of the 50+ year embargo are on the table. While Cuba has decided to remain outside of the OAS system, it is trading with countries in Europe, Asia, Latin America and the Caribbean. Will this sustain the economy? What is the potential impact of the recession on Cuba's willingness to open its markets? And what are the opportunities and challenges to the US and Caribbean Basin should it do so?

**MODERATOR:**

**Peter Johnson, Caribbean Central American Action (C)**

**SPEAKERS:**

**Timothy Ashby, Tiber Group (C)**

**Jay Brickman, Crowley (C)**

**Bruce Jay Colan, Greater Miami Chamber of Commerce (C)**

**Maria Mendez, Alabama State Port Authority (C)**

**Jorge Piñon, University of Miami (C)**

**Juan Tamayo, El Nuevo Herald (C)**

3:45 pm - 5:30pm Location: Gusman/Tuttle (Lower)

**SMALL & MEDIUM ENTERPRISES/  
REMITTANCES**

The health of Small and Medium Enterprises is critical to the health of the economies of the Caribbean Basin. Two-thirds of the regional SME's have fewer than ten employees but are up to 95% of the total number of businesses, and their survival during the current economic downturn will have repercussions throughout the economy. Many of these SME's depend on remittances – either as a source for financing or as the principal source of income for customers – but remittances to the region have been declining during 2009. How are SME's and SME-dependent industries surviving the downturn? Are there programs underway that can help beneficiaries of remittances better administer their income? What is the role of the formal banking sector?

**MODERATOR:**

**Oscar Bazoberry, World Data (I)**

**SPEAKERS:**

**Carlos Acevedo, Central Reserve Bank, El Salvador (C)**

**David Alvarez, Nexxo Financial Corp. (C)**

**Hector Cordova, FEDECACES (C)**

**Alison Germak, Overseas Private Investment Corporation (C)**

**Ingrid Figueroa de Santamaria, Cenpromype (C)**

**Wayne Hewitt, Scotiabank (C)**

6:00 pm - 7:30 pm Location: Versailles Foyer  
(Upper)

**CLOSING RECEPTION**

***AVAILABLE FOR SPONSORSHIP***

CCAA reserves the right to cancel or reschedule programs and to change speakers. Guest speakers are subject to professional commitments.

**2009 CONFERENCE SPONSORS**

Currently, our 2009 Miami Conference sponsors include: Atlantic Tele-Network (GT&T), Baptist Health International, Chevron, Enterprise Florida, Exxon Mobil, FedEx, Group Jean Vorbe, Haitian Maritime Association, Inter-American Development Bank, Port Everglades, Scotiabank, Seaboard Marine, The Sol Group, Tropical Shipping and Walmart. Media Sponsors include: Caribbean Update, Business Monitor International, Economist Intelligence Unit, Latin Business Chronicle and Latinnews.com.

2009 Collaborating Organizations include: the Association of American Chambers of Commerce in Latin America (AACCLA), AmCham Guatemala, the Bahamas Chamber of Commerce and Industry, The Caribbean Council, Enterprise Florida, Florida Association for Volunteer Action in the Caribbean and the Americas (FAVACA), the Florida International Bankers Association (FIBA), the Haitian Manufacturers' Association (ADIH), and the Inter-American Dialogue.



**INSTRUCTIONS**

**FAX**

**Credit Card Payment Only**

Send your completed form to:

**(202) 785-0376**

If faxing, DO NOT mail the original form.

**MAIL**

**(CHECK OR MONEY ORDERS ONLY)**

Send your completed form to:

**Caribbean Central American Action  
1710 Rhode Island Ave, NW Suite 300  
Washington, DC 20036**

**EMAIL:**

Please return completed form via EMAIL to:  
**grodriguez@c-caa.org.**

ONCE PAYMENT HAS BEEN PROCESSED, CCAA WILL SEND REGISTRATION CONFIRMATION TO THE E MAIL ADDRESS PROVIDED.

**ALL REGISTRATION QUESTIONS**

Contact Gwendolyn Rodriguez, Program Director, CCAA at 202-331-9467 or via email at grodriguez@c-caa.org.

**ALL PROGRAM QUESTIONS**

Contact CCAA at **(202) 331-9467.**

- **SPECIAL SERVICES:** Please indicate if you require special accommodations. Attach a written description of your needs.

**IMPORTANT DEADLINES:**

EARLY BIRD September 18, 2009

ADVANCED November 27, 2009

**CANCELLATION AND REFUND POLICY:**

- Please provide your confirmation letter/number when submitting your request. Registration Fees will be refunded, less an administrative fee of **\$175.00USD** only upon **RECEIPT** of written cancellation notice. **NO TELEPHONE CANCELLATION ACCEPTED.**
- The Notice of Cancellation **MUST BE RECEIVED BY NOVEMBER 18, 2009 VIA MAIL OR FAX. PLEASE NOTE THAT NOVEMBER 18, 2009 IS THE RECEIPT AND NOT POSTMARK DATE.**
- No Registration Fees will be **REFUNDED** for cancellations received **AFTER NOVEMBER 18, 2009. REFUNDS WILL NOT BE ISSUED FOR NO-SHOWS.**

PLEASE SEND REFUND COMMUNICATIONS TO:  
Gwendolyn Rodriguez, Program Director, CCAA, 1710 Rhode Island Ave, NW Suite 300, Washington, DC 20036, VIA EMAIL AT GRODRIGUEZ@C-CAA.ORG OR VIA FAX AT (202) 785-0376.

PLEASE ALLOW 72 HOURS FROM DATE OF YOUR WRITTEN NOTICE FOR PROCESSING.

**REGISTRATION INFORMATION**

**1. REGISTRATION INFORMATION:**

SALUTATION:  MR.  MRS.  MS.  DR.

LAST NAME: FIRST NAME:

EXACT TITLE:

COMPANY/ORGANIZATION:

ADDRESS:

CITY: STATE: COUNTRY:

ZIP/POSTAL CODE: AREA/COUNTRY CODE: TELEPHONE #:

FAX NUMBER: E MAIL ADDRESS:

*E-Mail Address Must Be Provided. If You Do Not Have One, Please Indicate.*

**2. REGISTRATION CATEGORY:**

**Registration Includes:** Workshops, Admission into the Exhibit Hall, Luncheons and Dinner Events. Please circle the proper registration fee. All registrations must be received **(NOT POSTMARKED)** by the indicated dates.

<b>EARLY BIRD</b>	<b>ADVANCE</b>	<b>ON-SITE</b>
Received by September 18, 2009 \$700	Received by November 27, 2009 \$800	Received after November 27, 2009 \$950

**3. PAYMENT INSTRUCTIONS: (Please Check Only One)**

<b>CREDIT CARD</b>	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD
<b>CREDIT CARD NUMBER:</b>	<input type="text"/>		
<b>CARDHOLDER NAME:</b>	<input type="text"/>		
<b>EXPIRATION DATE:</b>	<input type="text"/>	<b>SIGNATURE:</b>	<input type="text"/>

- Check or Money Orders Enclosed Payable to **CARIBBEAN CENTRAL AMERICAN ACTION**. All Checks should be in U.S. Dollars and Drawn on / payable through a U.S. Bank. **SORRY, WE CANNOT ACCEPT CHECKS PAYABLE THROUGH A FOREIGN BANK.**

For Wire Transfer Information, please contact CCAA at 202 331 9467 or via email at grodriguez@c caa.org. **NOTE:** Please include a \$10.00 processing fee for wire transfer payments.

**REGISTRATION WILL NOT BE PROCESSED WITHOUT RECEIVING PAYMENT!**

For updated Conference materials, please visit our website: [www.c-caa.org](http://www.c-caa.org).



## INTERCONTINENTAL HOTEL RESERVATION REQUEST FORM

**MAKE RESERVATIONS EARLY.**

**DEADLINE TO MAKE HOTEL RESERVATIONS: NOVEMBER 18, 2009**

### 1. Reservation Information

No. of Persons: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ am/pm

Departure Date: \_\_\_\_\_

Check in time: 4:00pm; Check out time: 12:00 noon

#### SPECIAL HOTEL RATE:

STANDARD Single/Double: \$190 plus 13% Sales Tax

CLUB Single/Double: \$269 plus 13% Sales Tax

#### ROOM TYPE DESIRED:

Smoking  Non-Smoking

STANDARD  CLUB

Single (1 bed, 1 person)

Double (1 bed, 2 people)

Double/Double (2 beds, 2 people)

Additional Person(s) — Third & Fourth Occupant  
\$30.00 per person.

▪ For Suite Information, please contact Sally Yearwood Baker, CCAA Deputy Executive Director, at 202 331 9467 or via Email at sybaker@ccaa.org.

▪ Given that a limited number of rooms are available, requests will be fulfilled on a "first come, first served" basis.

▪ All attendees are responsible for making their own hotel reservations. The negotiated rate will be honored until November 18, 2009 or until CCAA's room block is filled.

▪ **Reservation will not be processed without payment.**

Check here for Accessible Accommodations:

Special Requests Needed fill your information below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 2. Contact Information:

Ms.  Mrs.  Mr.  Other \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Country: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 3. Payment Instructions:

All reservations must be guaranteed with first night's deposit to credit card and guaranteed for late arrival. The InterContinental Hotel will provide confirmation within seven days of receipt. Deposits will be forfeited entirely if cancellation is not made prior to 72 hours before arrival date. Penalties for early departure are enforced. To avoid an early departure charge, be sure to verify your actual date of departure at the time of check in.

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CHECK OR MONEY ORDERS ENCLOSED PAYABLE TO:

**INTER-CONTINENTAL HOTEL MIAMI**

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

#### TO MAKE HOTEL RESERVATIONS OR CHANGES:

**PHONE: (305) 577-1000 OR (800) 327-3005**

**RESERVATION CODE: CARIBBEAN-CENTRAL AMERICAN ACTION**

**FAX: 305- 372 4720 - CREDIT CARD PAYMENT ONLY**

• 24 HOURS DAILY

• IF FAXING, DO NOT MAIL THE ORIGINAL FORM

**MAIL: INTERCONTINENTAL HOTEL MIAMI**

**100 CHOPIN PLAZA**

**MIAMI, FL 33131**