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April 10, 2008

The United States Embassy in Port of Spain, Trinidad and Tobago, is pleased to announce its **College Fair 2008**, scheduled for **October 18-19 in Trinidad** and **October 20 in Tobago** (optional). Once again, we are very pleased to receive the kind collaboration of the International School of Port of Spain and the Ministry of Science, Technology and Tertiary Education. Like last year, the venue for Trinidad will be the gymnasium of the International School; the daily schedule will be from 10:00 a.m.-1:00 p.m. and 3:00-6:00 p.m. The Tobago mini-fair will again be held at the Gulf City Lowlands Mall from 10:00 a.m. - 12:30 p.m. and 1:30 - 4:30 p.m.

As regards the Trinidad program, last year fifty-one (51) American and six (6) local universities and colleges participated, and our visitors numbered over 2,000 students, parents, teachers, guidance counselors and other interested persons over the two-day period.

The complimentary remarks of participating colleges reinforce our resolve to make this an annual event.

- *Great fair; always the best!*
- *This fair was AMAZING! I wouldn't change a thing*
- *Wonderful as always - enthusiastic and ambitious students*
- *Your program is always the best organized and run in the area*
- *The venue was great and the fair well attended. I could not have been more pleased*
- *Excellent venue, excellent flow... This fair is always a joy*

Once again, the event will be held on a weekend to avoid the problem of the reluctance of high schools principals to release their students from classes.

Hotel accommodation has been arranged at the Courtyard by Marriott. It is a ten-minute drive away from the International School and a shuttle service will be provided. For your convenience the hotel rates and contact information are attached, so please make your reservations directly with them. The college representatives who joined us last year or the year before enjoyed their stay at the Marriott and its location. It is situated next to the Movie Towne Shopping and Entertainment Centre, which offers a unique blend of entertainment, shopping and restaurants.

All college representatives should make their own travel arrangements, and be holders of a valid passport. Registration and setting up will take place on October 18, from 8:00-9:30 a.m., just before the start of the Fair, as there will no welcome reception this year.

A workshop entitled, *Overview of U.S. Education*, will be held from 9:00-10:00 a.m. and 2:00-3:00 p.m. in the auditorium of the school on both days of the event. All students will be encouraged to attend one of the sessions prior to attending the Fair so that they may be more aware of what to expect and the relevant questions to be asked. For the participating college representatives, on October 18, from 9:00-10:00 a.m., a presentation will be offered on the educational system of Trinidad and Tobago, and building successful partnerships. It will be conducted by the Ministry of Science, Technology and Tertiary Education; the University of the West Indies; and the Caribbean Examinations Council (CXC), which administers the CSEC and CAPE examinations. As in the past, the Ministry of Education will be collaborating with us on this program to ensure an impressive turn out of top students.

The registration deadline for College Fair 2008 has been extended to September 12, and the non-refundable participation fee is US\$400.00. This will entitle you to an individual 6' x 4' table in the exhibition area with two (2) chairs, and two (2) coffee breaks per day. If you plan to have any additional persons at your table, please provide their names on your registration form; the maximum number is four (4) per session.

We recommend the use of a table banner or tablecloth representing your institution, otherwise we will provide you with a plain banner of black letters on a white background, which must be requested well in advance. We will also need to know if you will be using a laptop computer requiring an electrical outlet.

A couple of classrooms at the school will be set aside for private meetings/workshops, free of charge, on an availability basis; please advise us if you are interested in reserving one.

A profile on your institution will be included in the program for the Fair and should be e-mailed to us. All entries should be simple and uniform, and **no longer than half a page**. In order to facilitate this, we are attaching a sample of a profile, which we would appreciate your using as a guideline.

You may wish to advertise in the Sunday supplement of one or more of the three daily newspapers in which we will be promoting the Fair the week before the event. **Please indicate by September 12 if you are interested in advertising.**

The distance from Piarco International Airport to the hotel is about 18 miles. Taxis are readily available at the airport and the fare is approximately US\$30.00 (6:00 a.m.-10:00 p.m.) and US\$45.00 (10:00 p.m.-6:00 a.m.). The rates are posted at the Customs exit and should be confirmed before the taxi leaves. There is also a departure tax of approximately US\$17.00 upon leaving the country.

Last year's mini-fair in Tobago enjoyed the participation of twenty (20) American institutions and 400-plus visitors. It proved such a success that we have decided to host a similar program this year on October 20. You will be required to pay for only your airline ticket and lunch; we will cover the other costs. Those interested in joining us should indicate so on their registration form. Airline reservations should be made through Travel Network Inc. Limited. Ms. Simi Gunness is your contact there and may be reached at (868) 623-3651/627-4049 or simig@tstt.net.tt, cc: tnetwork@wow.net. Although the Caribbean Airline's shuttle to Tobago leaves every hour, the seating capacity is limited to just forty-five (45) passengers, so reservations should be made as soon as possible. Some form of identification is required at check-in in the form of a passport, national I.D. card or driver's license. There are no penalties for flight changes after ticket issue;

however, no name changes are permitted. The recommended flights are BW 1516, departing at 7:55 a.m. and BW 1567, returning at 7:05 p.m.; the flight time is twenty (20) minutes and the cost is US\$56.00. A complimentary mini-bus service will be provided from the Courtyard by Marriott to the airport and return, for only those using flights BW 1516 and BW 1567.

If you wish to send your materials in advance, you should use a courier service; Federal Express, DHL, UPS, IBC and Amerijet are in operation here. We have been ensured of the safekeeping of your packages by our warehouse for up to one (1) week before the event. All packages should be addressed as follows, with the name of your institution clearly displayed:

College Fair 2008
Information Resource Center
United States Embassy
7-9 Marli Street
Port of Spain
TRINIDAD AND TOBAGO
Tel: (868) 822-5563/5576

Please send us in advance the number of boxes in your shipment and the details thereof, so that we may facilitate its entry through Customs. We will also need to know of any equipment and material which you may be bringing with you so that we may approach Customs in this regard also.

In the event that you are interested in visiting high schools during your stay here, you may contact the following couple, who will make the necessary arrangements for you at a reasonable cost:

Anthony and Feroza Nagassar
Tel: (868) 637-4006
Cell: (868) 681-5412
E-mail: anagassar@clico.com

Events such as these always prove to be an excellent forum for personal interaction with students and an effective recruitment exercise. We assure you that you will find the majority of the students to be self-disciplined, highly motivated, academically advanced, and, most importantly, very eager to pursue their university education in the United States. Unfortunately, however, a great number of them are unaware of the diversity of the programs offered.

Being a member of the British Commonwealth, this twin-island state is English-speaking, and the educational system is British-based.

Trinidad and Tobago is a tropical country so cool and casual clothing is the norm. The dry season extends from January to May and the rainy season from June to December. The following websites provide valuable information on the country: www.gov.tt / www.nalis.gov.tt / www.visittnt.com.

Radhika Gobin (gobinr@state.gov) and **Joy Sandza** (sandzajl@state.gov) are your contacts at this end, and they look forward to hearing from you soon to ensure that you do not miss out on this ideal recruiting opportunity. **Please send us your response by e-mail to facilitate communication.** You may also source further information from the following person:

Ms. Nichole Johnson
Regional Educational Advising Coordinator
for Mexico, Central America, and the Caribbean
(a program sponsored by the U.S. Department of State
Bureau of Educational and Cultural Affairs
Educational Information and Resources Branch)
Tel: ++52 (55) 5703-0167 / 5080-2000
Fax: ++52 (55) 5535-5597
E-mail: njohnson@ielatinamerica.org

We hope that you will join our team and share our enthusiasm. Rest assured that we are making every effort to ensure not only a very successful College Fair 2008, but also a comfortable and enjoyable stay for our visitors, as the satisfaction of all participating institutions is of the utmost importance to us.

Sincerely,

Michelle L. Jones, Ph.D.
Public Affairs Officer