

IFRC | CaDRiM

Community Disaster Response Teams (CDRT) Facilitator Refresher Training

Logistics Note

November 24 - 28, 2026



Co-funded by European Union Humanitarian Aid

FRENCH RED CROSS PIRAC

Croce Rossa Italiana

IFRC

BARBADOS RED CROSS

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GRENADA RED CROSS

SAINT VINCENT and the GRENADINES

WELCOME!

We are pleased to welcome you to the CDRT Refresher Training, which will take place in Trinidad and Tobago from 24 to 28 November 2026. Your comfort, safety and security are our priorities throughout your stay. To help make the training a safe and productive experience for everyone, please review the information below carefully and follow the guidance provided in this document and in the IFRC Stay Safe Course.

REQUIRED COURSES & QUESTIONNAIRES

As a prerequisite to the training, you have been assigned three mandatory courses to complete before the first day of the workshop (*November 2026*). They are as follows:

- **Stay Safe 2.0 Global Edition: Level 1 – Fundamentals**
- **Stay Safe 2.0 Global Edition: Level 2 – Personal and Volunteer Security in Emergencies**

Please visit the IFRC Learning Platform to complete these. If you do not already have an account, you will need to create one (please note: an IFRC or National Society email address is not required to register).

Upon completing each course, you will be awarded a certificate. Please email a copy of all three certificates to **Kearell Neils (kearell.neils@ifrc.org)** prior to the training.

Note: If you have already completed any of these courses in the past, there is no need to retake them, simply submit your existing certificates.

TRAINING PORTAL & WHAT'S APP GROUP

We have established a Training Portal for you to learn more about this training, access the training agenda, reading material, PowerPoint presentations and other resources.

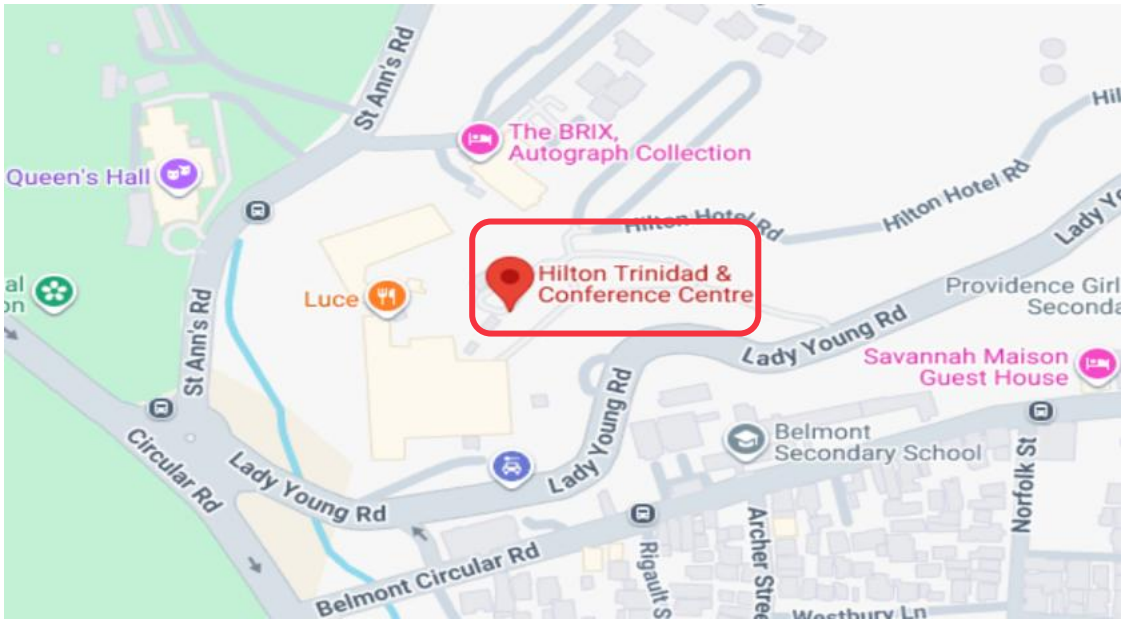


Please note that you must also complete a short Pre Learning Knowledge Survey that must be submitted before Tuesday 24 November 2026.

We also established a WhatsApp group for ease of communication and to provide updates outside of and during the training period which you can access here:

https://chat.whatsapp.com/JsNHiBTrm8aHgGNSt9fcPL

ACCOMMODATION



Accommodation has been secured for your stay at the Hilton Trinidad & Conference Centre for the duration of the training. Perched overlooking the vibrant capital of Port of Spain, the hotel offers the perfect balance of scenic views

and urban convenience, putting you just moments away from the city's key cultural, dining, and business hubs.

Kindly note that the IFRC will only cover the cost of your hotel accommodation and meals. This includes any complimentary services offered directly to hotel guests but does not extend to personal incidental charges. Please also note that the Hilton hotel is **cashless. Only debit cards/ credits card are accepted for purchases of any kind.** Any incidentals and/or room charges **must be settled** directly with the front desk upon checkout.

We urge you to be guided closely by our security protocols throughout the entirety of the training. An official security briefing will be held by IFRC at the training facilities on Day 1 of our training.

For your information, please note the following hotel contact details:

- Hotel General Information: 1 (868)-624-3211 | poshi_gm@hilton.com

TRAINING FACILITIES

The CDRT Refresher Training will take place at the Humanitarian Academy for Research and Education (HARE) facilities of the Trinidad and Tobago Red Cross Society. You can visit and explore these facilities here.

High-speed Wi-Fi will be available in the training space. We encourage all participants to bring their laptops so they can take part fully in the interactive sessions.

CATERING

Breakfast and dinner will be provided by the Hilton Hotel, while morning, lunch and afternoon snacks will be provided during the training sessions. Please note that we will try our very best to accommodate any dietary restrictions indicated on your registration form.

TRANSPORTATION

For all ground transportation needs throughout the event, the IFRC has retained the services of a dedicated transport coordinator, Trevor Mason. He will be managing and coordinating all airport pickups and drop-offs for arriving and departing participants.

To ensure a seamless transfer upon your arrival at Piarco International Airport, a listing of your travel itineraries has been shared with Trevor, however, feel free to contact him upon your arrival at your convenience.

His contact information is as follows: +**1 (868) 762-6993**

DRESS CODE & OTHER SUGGESTIONS

- Participants are highly encouraged to wear their National Society or Red Cross branded clothing during the sessions.

- Bringing a light jacket or sweater is recommended, as HARE facilities training room temperatures can become cold due to air conditioning

Please Remember:

- To wear comfortable clothing and footwear.
- You will be provided with all training material and stationery. It is recommended that you walk with your laptop/tablet to take further notes, prepare any presentations or complete online surveys.

- **Please bring all necessary medications.**

IMMIGRATION & ENTRY REQUIREMENTS

Trinidad and Tobago has officially transitioned to a fully digital immigration system, and paper forms have been discontinued. All arriving and departing passengers are required to complete the Online Arrival/Departure (AD) Card prior to travel.

To complete the online form, each passenger must have **a valid email address** to create an account, full flight information, **a passport** valid for at least six months, and **a digital copy of their passport biodata page** in JPEG or PNG format to upload. Upon successful completion and submission of the digital card, you will receive an official receipt containing a QR code. You must save this **QR code** to your mobile device or print a physical copy to present to Immigration and Customs officers at the port of entry and exit. You will have access to the portal 72 hours before arrival or departure.

You can access the official portal to complete your digital card here: **Trinidad and Tobago Online Immigration & Customs Portal**

ABOUT TRINIDAD

CLIMATE

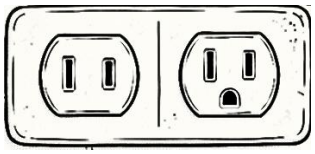
The training is taking place during our rainy season, which also coincides with the Atlantic hurricane season, so we highly recommend packing an umbrella or rain jacket just in case. You can expect warm and humid conditions, with average daily temperatures typically ranging from a low of 25°C (77°F) at night to a high of around 31°C (88°F) during the day.

TIME

The time zone for Trinidad and Tobago is GMT-4 (Atlantic Standard Time), and the country does not observe Daylight Saving Time. This aligns with the standard time zone observed across the Eastern Caribbean region.

POWER SUPPLY

Power plugs and sockets are of Type A and Type B (the same as those used in North America). The standard voltage is 230V and the standard frequency is 60 H.



CURRENCY

The official currency is the Trinidad and Tobago Dollar (TTD), which maintains a stable exchange rate of approximately US$1.00 = TTD$6.78. Major credit cards are widely accepted at most established businesses, and commercial banks or foreign exchange bureaus are available for currency conversion

EMERGENCY NUMBERS

For any urgent medical, fire, or security incidents during your stay in Trinidad and Tobago, please use the following national emergency hotlines:

- Police Rapid Response: 999
- Medical Emergency / Ambulance (GMRTT): 811
- Fire Service: 990
- Office of Disaster Preparedness and Management (ODPM): 511

If you experience any issues regarding your travel, flight delays, sudden illness, or other emergencies during the event, please contact our designated security personnel, Deneille Eligon, immediately:

Her contact information is as follows: 1 (868) 708-4302 | Deneille.eligon@ifrc.org

*** You are encouraged to keep your SOS Mission Order card on your person throughout the duration of your stay.**

RECOMMENDED HOSPITALS & CLINICS

The following hospitals and medical centres are located closest to the Hilton Trinidad & Conference Centre for emergency or routine medical care:

1. **Port of Spain General Hospital (Public)** (with 24/7 Accident & Emergency Department)

   Location: Upper Charlotte Street, Port of Spain (Approximately 5–10 minutes from the hotel)

   Phone: +1 868-623-2951

2. **St. Clair Medical Centre (Private)** (24-Hour Accident & Emergency Department)

   Location: 18 Elizabeth Street, St. Clair, Port of Spain (Approximately 10 minutes from the hotel)

   Phone: +1 868-628-1451

3. **West Shore Medical Private** Hospital (Private) (24/7 Urgent Care and Accident & Emergency)

   Location: 239 Western Main Road, Cocorite (Approximately 15 minutes from the hotel)

   Phone: +1 868-225-4976

CONTACT US

Any changes to these arrangements will be communicated to you in advance. Should you require assistance in locating us or any other queries, please contact the following people:

Kearell Neils
Research (LKM) Officer, IFRC Caribbean Disaster Risk Management Reference Centre (CADRIM)
Email: Kearell.neils@ifrc.org

Renee Thomas
Acting Manager - IFRC Caribbean Disaster Risk Management Reference Centre (CADRIM)
Email: Renee.thomas@ifrc.org

For any issues related to security and logistics, please contact the following person:

Deneille Eligon
Security and Administration Officer
IFRC
Email: Deneille.Eligon@ifrc.org