

ACHEA CONFERENCE 2017

INFORMATION FACT SHEET

1. Conference Fees

Category	Registration (US\$)	
	Early Bird (up to March 1 st , 2017)	After March 1, 2017
ACHEA Members	\$400	\$450
Non-Members	\$450	\$480
ACHEA Members (group of 5 or more)	\$380	\$450
Members (one day only)	\$160	\$200
Non-Member (one day only)	\$250	\$300
Student	\$250	\$300
Accompanying Guest	\$350	
ACHEA Membership Dues	Individual \$50	Institutional \$175

Group registrations – only paid-up Institutions are eligible to take advantage of the group discount rate. The name of group participants from an institution must be submitted at the same time.

The conference fee covers participation in conference, conference materials, banquet dinner and transportation.

To register for the conference, go to: <https://www.conftool.com/achea2017/>

2. Hotel room rates are:

Conference 2017 will be held at the Hilton Barbados Resort, Needham's Point, St. Michael, Barbados. Room Packages are follows:	
Option #1: Room, Breakfast and Taxes Only	<ul style="list-style-type: none"> + US \$199.00 (Single Occupancy) <i>Includes Breakfast</i> + US \$219.00 (Double Occupancy) <i>Includes one breakfast only</i>
Option #2: Room & Taxes Only	+ US \$179.00 (single/Double Occupancy)
Option #3 Triple Occupancy	+ US \$50 per night per person (room only)
Special conditions for families:	<ul style="list-style-type: none"> + Children ages 18 and under staying with an adult stay at no additional charge + Children ages 6-12 receive 50% off menus + Children ages 5 and under eat free + Kidz club available from 10:00Am to 5:00PM daily
+ Hotel room rates cover, accommodation, general hotel entertainment and use of hotel facilities. Taxes and other charges are included in the rates stated above.	
+ The above rates are applicable one (1) days pre and post the conference, based on availability. Please note that limited rooms are available.	
+ To benefit from these rates, you must complete the hotel booking form and submit directly to the Hotel no later than April 1, 2017. Accommodation at the Hilton Barbados Resort cannot be guaranteed after this date. Should you book through any other means, ACHEA will not be held liable.	

3. Booking for accommodation:

For hotel reservations please log on to the website: Hilton Barbados Resort at <http://www.hilton.com/en/hi/groups/personalized/B/BGIHHH-ACHEA-20170709/index.jhtml> or call the reservations department at 1-246-426-0200. You may also contact the **Reservations Desk** via email at bgih-reservations@hilton.com

****Deadline for early booking is April 1, 2017.**

4. Transportation

Overseas attendees' will be provided round-trip transportation from the airport to the Hilton Barbados Resort and return only between July 12 and July 16, 2017 **ONLY**.

5. Payments

Payments can be made by Credit Card, Wire Transfers, Bank Drafts and Company Cheques.

Credit card payments can be made through **Paypal** during the conference registration process.

WIRES-INCOMING INSTRUCTIONS- BARBADOS BRANCHES:

US DOLLARS

PAY TO: JP Morgan Chase
1 Chase Manhattan Plaza
New York, NY. 10081 U.S.A.
ABA# 021000021

F/C Royal Bank of Canada – Bridgetown, Barbados
A/C 001-1-879-327 Swift: ROYCBBBB

Association of Caribbean Higher Education Administrators- A/C # 09415-0030270-157-1

CANADIAN DOLLARS

PAY TO: Royal Bank of Canada
Transit no. 09591 6th Floor
180 Wellington Street
West Toronto
M5J 1J1 Canada
Swift ROYCCAT2

F/C Royal Bank of Canada – Bridgetown, Barbados
A/C 241-503-2 Swift: ROYCBBBB

Association of Caribbean Higher Education Administrators- A/C # 09415-0030270-157-1

For further information on the ACHEA Conference, please visit our website at:
www.acheacaribbean.org

For information on payment of fees, submission of Membership and Registration forms, etc. please contact any of the following Executive Committee members:

BARBADOS

Dr. Monica Masino

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The University of the West Indies
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TRINIDAD AND TOBAGO

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JAMAICA

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The ACHEA Conference Local Organizing Committee Chair can also be contact as follows:

Dr. Monica Masino

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