



Information Resource Center
Public Affairs Section
United States Embassy
7-9 Marli Street, Port of Spain
Trinidad and Tobago
Tel: (868) 822-5576/5563
Fax: (868) 822-5574
E-mail: ircpos@state.gov
<http://trinidad.usembassy.gov>

July 6, 2010

The United States Embassy in Port of Spain, Trinidad and Tobago, is pleased to announce its **College Fair 2010**, scheduled for **October 30-31**. The venue will be the ballroom of the Hilton Trinidad and Conference Centre, from 10:00 a.m.-1:00 p.m. and 3:00-6:00 p.m., with free admission. Please note that all information on the Fair is also available on our website (<http://trinidad.usembassy.gov/pa071210.html>). Regrettably, we are unable to host a program in Tobago this year.

Last year, the Trinidad fair attracted sixty-seven (67) participants - thirty-nine (39) American, nineteen (19) Canadian, and nine (9) local institutions and banks - and our visitors numbered over 2,500 students, parents, teachers, guidance counselors and others over the two-day period. Once again, the event will be held on a weekend to assure that high schools students may attend outside of class time.

A special guest-room rate is being offered by the Hilton provided that over ten (10) rooms are booked; further details on this and other hotel accommodations will follow.

The registration deadline for College Fair 2010 is September 30, and the non-refundable participation fee is US\$600.00. This will entitle you to an individual 6' x 2' table with two (2) chairs, and two (2) coffee breaks per day.

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 30, from 8:00-9:30 a.m., just before the start of the Fair, as there will no welcome reception this year.

A profile on your institution will be included in the program for the Fair and **should be e-mailed to us by the September 30 deadline**. All entries should be simple and uniform, **no longer than half a page, and with all majors/programs listed in alphabetical order**. In order to facilitate this, we are attaching a sample of a profile, which we would appreciate your using as a guideline. If you attended last year's fair, upon request we will provide you with your profile from that event so that you may simply update it. **If your institution's profile does not conform to the format of the sample and meet the deadline it will not be included in the program.**

Please bring a table banner or tablecloth representing your institution as none will be provided by us, and please advise if you have a laptop computer requiring an electrical outlet; the hotel is wireless enabled.

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 our September 30 deadline if you are interested in advertising.**

If you wish to send your materials in advance, we will store them for you from one week beforehand, and have them delivered to your table at the Fair. You should use a courier

service; Federal Express, DHL, UPS, IBC and Amerijet are in operation here and rarely encounter any problems clearing materials for our events. All packages should be addressed as follows, with your institution's name clearly displayed:

College Fair 2010
Information Resource Center
United States Embassy
7-9 Marli Street
Port of Spain
TRINIDAD AND TOBAGO
Tel: (868) 822-5563/5576

Please let us know in advance the number of boxes in your shipment and the details thereof, so that we may facilitate its entry through Customs, in the event of an unforeseen problem. 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.

College fairs always prove to be an excellent forum for personal interaction with students and an effective recruitment exercise. We expect that at our College Fair 2010 you will find many 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.

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.

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 / www.tntisland.com/.

Joy Sandza (sandzajl@state.gov) and Naette Lee (leenyx@state.gov) are your contacts in Trinidad 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 completed registration form and profile via e-mail to facilitate communication, and be reminded of our deadline of September 30.**

There are a number of other Caribbean islands signed up to host fairs also. Detailed information with relevant dates and contact information can be found at www.educationusa.info, and we strongly encourage you to consider a regional tour.

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 2010, 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,

Matthew V. Cassetta
Public Affairs Officer