



*Embassy of the United States of America
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July 30, 2012

The Embassy of the United States of America in Port of Spain, Trinidad and Tobago, is pleased to announce its **College Fair 2012**, scheduled for **November 3-4, from 10:00 a.m.-1:00 p.m. and 3:00-6:00 p.m.** It will be our eleventh fair and is co-hosted with the High Commission of Canada. To assure maximum attendance of students, admission will be free and held on a weekend. . Please see the attached sheet for more details or check our website at <http://trinidad.usembassy.gov/events/college-fair-2012---registration.html>

Last year, the Fair attracted seventy-three institutions - thirty-nine American, twenty Canadian, and nine local institutions and banks - and networking was high on our agenda. Our visitors numbered over 2,500 students, parents, teachers, guidance counselors and others over the two-day period.

We hope that you will join our team and share in our enthusiasm. We also encourage you to take advantage of the opportunity to network with the local institutions during the Fair as they are quite keen on educational exchanges and partnerships.

Rest assured that we are making every effort to ensure not only a very successful College Fair 2012, 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,

Alexander McLaren
Public Affairs Officer



Trinidad and Tobago College Fair November 3-4

VENUE: The venue will be the ballroom of the Hyatt Regency Trinidad, with free Internet wireless access for all participants. A special guest-room rate is being offered by the hotel with free Internet wireless access throughout the hotel for its guests; further information is provided in a separate letter from the hotel.

REGISTRATION: The registration deadline for College Fair 2012 is **October 1**, 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. **Setting up will take place on November 3, from 8:00-9:30 a.m.**, just before the start of the Fair. Please bring a tablecloth representing your institution as none will be provided by us, and advise if you will need access to an electrical outlet.

STUDENTS: 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 2012 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.

WORKSHOPS: As in the past, a workshop for students entitled, *Applying to U.S. Colleges and Universities* and *Student Visa Processes* will be held from 9:00-10:00 a.m. and 2:00-3:00 p.m. on both days of the event. All students are encouraged to attend one of the sessions prior to attending the Fair in order to be better informed and prepared.

PROFILE: A profile on your institution will be included in the program for the Fair and **should be e-mailed to us by the October 1 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 we will not be able to include it in the program.**

ADVERTISING: You may wish to advertise in the Sunday supplement of the local daily newspaper in which we will be promoting the Fair on the week-end before the event. **Please indicate by our October 1 deadline if you are interested in advertising therein.**

TRAVEL: All college representatives should make their own travel arrangements, and have a valid passport. 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, if not included in the cost of your airline ticket.

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.

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/conferences/fairs/caribbean, and we strongly encourage you to consider a regional tour.

SHIPPING: 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 reputable 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 2012
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Attn: Public Affairs Section/IRC
15 Queen's Park West
Port of Spain
TRINIDAD AND TOBAGO
Tel: (868) 822-5576/5563

Please advise us in advance of 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 that regard also.

CONTACTS: Melissa Josanne Yacoob (yacoobmj@state.gov) and Gail Seeberan (seeberangc@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, profile and other requested information via e-mail to facilitate communication, and be reminded of our deadline of October 1.**