

## CITO REGULATIONS:

1. Rental from one to four hours is considered a half day (e.g. 9:00am to 11:30am, 2:00pm to 3:00pm), except when the time included is between 12:00pm and 1:00pm then this is considered a full day (e.g. 10:00am to 1:00pm, 12:30 to 2:00pm).
2. No food is to be eaten inside the training room. Food may be consumed in the conference rooms. However, if number of persons exceeds 20, a special arrangement for tables and chairs is required.
3. Reservations should be made at least one week prior to use of ICT Center facilities .
4. A deposit of 50% is due one week prior to rental date for non-profit and private organizations .
5. A 10% cancellation fee applies on cancellation of rental.
6. Groups are responsible for supervising their own activities and for cleanups.
7. An authorized representative for the group must complete the Application for Training/ Conference Room Use form. Public inquiries regarding use of the facilities will be referred to the contact person on the application form.
8. The ICT Center does not provide catering but can assist in obtaining catering services. Coffee can be provided for a minimal fee.
9. Damage to ICT Center property and/or violation of the above rules by members of the group may result in cancellation of the training/conference privileges and may incur costs.

## E-GOVERNMENT POLICY, STRATEGY AND PLAN OF ACTION

### CORE OBJECTIVES

WIDESPREAD INFRASTRUCTURAL DEVELOPMENT

CREATIVE REGULATORY REFORM

TARGETED HUMAN CAPACITY DEVELOPMENT

IMPROVED GOVERNMENT EFFICIENCY

EFFECTIVE CROSS-FUNCTIONAL COLLABORATION

ENHANCED NATIONAL SECURITY

QUALITY SOCIAL SERVICES

CITO



CENTRAL INFORMATION TECHNOLOGY OFFICE

[cito.gov.bz](http://cito.gov.bz) | Government of Belize



### OUR LOCATION



Corner Dry Creek St. & Mountain View Boulevard  
Belmopan City, Cayo District  
Tel: 822-4822/ 2478/0708/1219/2406/802-0601  
Fax: 822-3724  
Website: [cito.gov.bz](http://cito.gov.bz)  
E-mail: [training.info@cito.gov.bz](mailto:training.info@cito.gov.bz)

## OUR SERVICES



E-mail



gov.bz

Hosting Services

## DATA CENTER SERVICES

### Benefits

- Enhanced physical and data security, redundant power and cooling systems, and redundant high-speed networking to ensure availability of critical systems.
- Professional, 24/7 technical support and management of every facet of the CITO Data Center ensures that the client can focus on their core mission while CITO focuses on the IT infrastructure and equipment.
- Space is available now, and CITO has a long-term plan to continue expanding capacity. Ministries/Departments and other stakeholders using the CITO Data Center can free up valuable space and avoid significant time and costs of designing, building and maintaining local server rooms.

And much more..

### Features

- CITO's data center utilizes an array of security equipment, techniques and procedures to control, monitor, and record access to the facility 24/7.
- Management of climate control, fire suppression, and power systems
- Electrical and mechanical infrastructure has been designed for zero downtime, equipped with full UPS power and back-up systems redundancy.

## ICT CENTER PRICE STRUCTURE

Rental Cost for Half Day is 1/2 cost)

Categories	Seating Capacity	Cost Per Day (Govt)	Cost Per Day (Non-Profit)	Cost Per Day (Profit)
Training Room	25	\$150	\$200	\$300
Conference Room (Large)	16-18	\$100	\$150	\$200
Conference Room (Small)	11-13	\$80	\$100	\$150

To qualify for government rates a government purchase order must be provided.

## MICROSOFT OFFICE TRAINING COURSE

Training Intermediate/Advanced	Customizable To your needs	Cost Per Person
<ul style="list-style-type: none"> <li>Excel</li> <li>Outlook</li> <li>Power Point</li> </ul>	Y	GOB : \$25 Profit/None-Profit : \$50

