

PARTICIPANTS' INFORMATION

This information for Participants is for the following forums

- 1. ESCAP AP-IS Sub-regional Meeting for Pacific**
- 2. ICT Statistics & Indicators Workshop by ESCAP and ITU**
- 3. Digital Skills Forum by ITU and PITA**

All the above forums will be held at the Tanoa International Hotel, in Nadi Fiji. Hosting logistics are kindly provided by PITA, and supported by ITU

Venue

Tanoa International Hotel, Nadi, FIJI;

Website: <http://www.tanoainternational.com/>

Address: Votualevu Nadi, Fiji

Dates: ESCAP AP-IS sub-regional meeting is to be held on 19-20 November, 2018 (2 Days)
ICT Statistics & Indicators Workshop is to be held on 21-23 November, 2018 (3Days)
Digital Skills Forum is to be held on 21-23 November, 2018 (3 days)

Program

Program information for the main activities are available online at the website links provided below

- ESCAP AP-IS [[website link](#)]
- ICT Statistics & Indicators Workshop: [[website link](#)]
- Digital Skills Forum: [[website link](#)]

The program information are also available at www.pita.org.fj, and at their relevant event links therein

Feel free to enquire further with the [PITA Manager](#)

Registration

All interested participants should complete and submit the online pre-registration form available [here](#). Or at www.pita.org.fj.

There may be attendance forms also provided by UN ESCAP and ITU with their invites, kindly complete and submit those forms also as per their instructions.

Name Badges & Admittance

Name badges will be issued to the confirmed registrations at the Registration Desk during face to face Registration at the venue. Registration on site will open on Monday to Wednesday, the 19th and 21st of November, 2018 respectively, from 0815am.

Name Badges are required to be worn at all times to access the forum activities.

Internet

Conference Internet access will be provided at the event conference room areas, participants will require their own WI-FI enabled laptops and smart devices to this internet.

Hotel Accommodation

All participants are required to book and confirm directly with the hotels.

Fellowship recipients are kindly requested to check with their sponsor contacts at UN ESCAP or ITU. For assistance needed, refer to the Assistance Contact provided further below in this document

The hotel venue for these meetings is available also for accommodation as per information below

1. Tanoa International Hotel

This is the venue hotel and recommended accommodation. A block run of 50 rooms will be available until 01 NOV, book early to secure your room

Room Rate: FJ\$185.00 - Single Superior Room
FJ\$220.00 – Single Executive Room

(Including Full Tanoa Buffet Breakfast + Wireless Internet Access + Airport Shuttle)

Reservation Contact: restih@tanoahotels.com

Website: www.tanoahotels.com

Telephone: +679 672 0277

Traveling from Airport to Tanoa International Hotel: Venue Hotel

Tanoa International Hotel is located at Votualevu, close to the Nadi International Airport with less than 10 minutes by car. When booking for hotel room, kindly ask for Shuttle Bus pick up, or alternatively take an airport taxi outside the Arrivals concourse.

Alternative Hotels – All prices in FJD

A list of alternative hotels is available further below. Please note that rates may change without notice, check with these hotels directly on the latest rates and book directly with them.

Dress Code

The dress code for all the meetings are Smart Business attire.

November is a wet, warm and humid season with average temperature ranging from 28-32 degrees Celsius. With predicted rain during the season, delegates are requested to bring cool and light clothing, as well as an umbrella for moving around or if staying outside the hotel venue.

Visa and Immigration Requirements

All participants traveling into Fiji must have a valid passport for at least six (6) months beyond the intended period of stay and a ticket for return or onward travel to another country to which he/she is authorized to enter, is required. Citizens of most Pacific Islands countries are exempt an entry visa. Please check with your travel agents for the appropriate visas and documentation necessary for your entry into Fiji.

The responsible authority on entry requirements and issuing permits into Fiji is the Department of Immigration <http://www.immigration.gov.fj/>

Departure Tax

Departure Tax of F\$150.00 payable at Nadi Airport on departure. Departure taxes are normally included in tickets.

Currency

The local currency is Fiji Dollars (FJD).

International Banks operating in FIJI are Westpac and ANZ. Their Buying Exchange rates is approximately F\$1.00: US\$0.48

Internationally recognized credit cards (Visa, Master, and American Express) are accepted by the hotel and department stores for the purchase of goods and ATMs.

Traveling from Airport to Hotel (Alternate hotels)

Whilst booking, check for free shuttle pick up from Nadi Airport to the Hotel. Taxis are also readily available with costs of FJ\$12.00 - \$25.00 one way.

Daily Commuting from Alternate Hotels to Tanoa International Hotel – Daily Shuttle Bus

For those preferring to stay at alternate hotels, a shuttle mini bus can be arranged to pick and drop at cost per transfer and to be subject on numbers and location.

Alternatively, delegates can travel by taxi on daily basis at approximately FJ\$12.00 - \$25.00 one way depending on distance.

Telecommunications Services

Communication services in Fiji include fixed line telephony (International Direct: Voice/ Data/ Facsimile, Broadband Internet ADSL, Wireless Hotspots and 2G/3G GSM Mobile Network V/M & SMS Prepaid telephone services.

Fiji Island's IDD Country code: +679

Mobile network is provided by Vodafone and Digicel, Fiji offers roaming to most of the developed countries including some Pacific Islands.

For those not able to use roaming and prefer purchasing prepaid SIM cards, Starter Packs are available at approx. \$2.95 - \$5. They can be purchased at the Airport or any Vodafone/ Digicel outlet with issuance of an ID.

Electricity

Electricity voltage is 240 volts with pin configuration similar to Australia, NZ and most Pacific Island countries. You are advised to take along your universal adaptor if you are from the USA, Asia or any other country with dissimilar pin configurations and voltages.

Climate & Time zone

Local time in Fiji is UTC/GMT +12 hours. Daylight saving at this period.

Insurance

All participants are to ensure that they have sufficient cover for medical, injury and repatriation cover

About FIJI

If planning for a short holiday, Fiji is known for its natural beauty and tropical climate and more commonly for its cornucopia of adventure with Fijian hospitality.

For more information please visit websites on Fiji: <http://www.fijime.com>

Event Contacts:

PITA	UNESCAP	ITU	Logistics Assistant
Fred Christopher PITA Manager Tel: +679 3311 638, Mob: +679 999 1807 Email: pita@connect.com.fj	Siope Vakataki 'Ofa Economic Affairs Officer ICT and Development Section ICT and Disaster Risk Reduction Division Tel: +66 2 288 1523		Deborah Albert (Ms) PITA Admin & Accounts Assistant Tel: +679 33311638 Mob: Email: admin.pita@connect.com.fj

LIST OF ALTERNATIVE HOTELS IN NADI

Across the road

Novotel, Nadi – on same road, located opposite side with golf course field in between

Room Rate Only: FJ\$165.00 – FJ\$215.00. Meals: F/Breakfast – FJ\$32.00pp

Internet: Is available in the room. Card can be purchased from the reception at \$5.40- \$37.50.

Internet cafe at the restaurant and lobby area is also available.

Distance from hotel to meeting venue: 15-20minutes walking distance

Reservation Contact: reservations@novotelnadi.com.fj (Contact person: Darshika)

Website: www.accorhotels.com/6287

Telephone: +679 672 2000

Distance of alternate hotel to venue hotel: Situated along the same road with about 20 minutes walking time, 3minute drive (1.1km) Taxi Fare: One Way: FJ\$5.00 & Return \$10.00.

Nearby AIRPORT HOTELS

Distance: 10mins by car to Tanoa Int'l Hotel

Taxi Fare: FJ\$6.00-\$7.00

Transfer Rates – Airport Shuttle

Airport shuttle offers comprehensive transfers to and from Nadi airport to any destination or hotel.

One way fare: FJ\$10.00 & Return Fare: FJ\$18 (Airport to Hotels listed: Novotel, Tokatoka, Raffles gateway, Tanoa Int. & Trans International).

One Way Fare: FJ\$18 & Return FJ\$34 (Airport to hotels listed: Mercure, Capricorn & Hexagon)

For more info, log into their website: www.airportshuttlefiji.com.

Raffles Gateway Hotel

Queens Road (across the road from Nadi International Airport), Nadi Fiji

Room Rate: (Standard Room) – FJ\$125per night, (Deluxe Room) – FJ\$154 per night

No meals included in room rate

Internet is charged back to the room (1 hr- \$5 , 1 day - \$15, 3 days – \$40)

Reservation:reserve@fijigateway.com

(Contact person: Barbara)

Website: www.fijigateway.com

Telephone: +679 673 4755

Distance to venue hotel: 4minute drive (2.2km) Taxi Fare: \$6.00 -\$7.00 One Way

Trans International Hotel

Room Rate only: FJ\$140 -\$FJ180per night (Corporate Rate)

Meals F/Breakfast –FJ\$25 & Cont. breakfast – FJ\$17.00

Internet: Free Wi-Fi (only in the lobby area)

Reservation: sales@transinthotel.com.fj (Contact person: Sophie)

Website: www.transinthotel.com.fj

Telephone: +679 672 8633

Distance from hotel to venue hotel: 4 minute drive (1.9km)

URBAN HOTELS IN NADI AREA

****Group of hotels along Martintar, Nadi***

Distance: 10-12mins to Tanoa Int'l Hotel

Taxi Fare: FJ\$6.00-\$7.00

Internet: Available in the rooms. Internet card available at the reception

Capricorn Hotels

Room Rate: FJ\$130.00-\$200.00. Continental Breakfast inclusive for two

Internet: WiFi costs @ \$10 per hour

Reservation: capricorn@connect.com.fj (Contact person: Rajnita)

Website: www.capricornfiji.com

Telephone: +679 672 0088

Normal Check in time: 1:30pm & Check out time: 10:30am

Distance from hotel to venue hotel: 10minute drive (4.9km)

Mercure

Room Rate Only: FJ\$166.00-\$210.00. Breakfast is FJ\$25.00/pax

Internet: All accommodation rooms have broadband internet. Charges are as follows: \$0.60per minute up to \$13.10 for 2 hours from when you first connect. \$0.30per MB if you use over 20MB within the 2 hours.

Reservation: reservations@mercurenadi.com.fj (Contact person: Satpreet)

Website: www.accorhotels.com.fj or www.mercure.com

Telephone: +679 672 2255

Transport: Mercure Nadi provides complimentary courtesy shuttle to/from Nadi international airport. Advice, hotel flight details & shuttle driver will meet the flight upon arrival.

Distance from hotel to venue hotel: 10minute drive (4.6km)

Hexagon International

Room Rate Only: FJ\$83.00-\$140.0, F/Breakfast: FJ\$ 19.50 & Cont. Breakfast- FJ\$ 15.50

Internet: Cards available from Front office @ \$5 – 30mins, \$10- 1 hr, \$30 – 24hrs & \$100 – 1 week.

Reservation: reservations@hexagonfiji.com

(Contact person: Tupou/Vimo)

Website: www.hexagonfiji.com

Telephone: +679 672 0044/3306466

****Transfer:** The Hotel offers FREE transfers to and from Nadi Airport for International Flights ONLY.
Full flight details is required for hotel pick up.
The hotel do provide transport from alternate hotel to venue hotel - one way: \$FJ8.00

Tokatoka Resort Hotel

Room Rate Only: FJ\$145.00-\$FJ180.00.

Meals: Full/breakfast – FJ\$25pp & Continental Breakfast – FJ\$35pp

Internet: Wi-Fi is free for 1 device only. For more than 1 device, will need to purchase; 24hrs @ \$20 & 3days @ \$40

Reservation: res.tokatoka@warwickhotels.com (Contact person: Shannah)

Website: www.tokatokawarwickhotels.com.fj

Telephone: +679 672 0222

Transfers: The hotel do provide free airport transfers.

****For Corporate rates:** contact Lusi @ Itavai@warwickhotels.com