



Helping the world communicate



**Sub-Regional Symposium on ICT for Development
in Pacific Islands Developing Countries
6 – 9 December 2004
Suva, Fiji**

NOTES FOR THE INFORMATION OF PARTICIPANTS

General

1. The Sub-Regional Symposium on ICT for Development in Pacific Islands Developing Countries will be held at the Pacific Islands Forum Secretariat Conference Centre, Suva, Fiji, from 6 – 9 December 2004.
2. The meetings will open from 0830 hours. The morning sessions will be held from 0900 hours to 1230 hours and the afternoon sessions from 1330 hours to 1700 hours.

Weather

3. The weather in Suva in December is hot and humid with a chance of heavy showers. The average mean temperature is about 26°C. Light summer clothing will be appropriate.

Immigration requirements

4. Participants are required to possess a valid passport and if necessary an entry visa for Fiji. Participants are also advised to obtain, before the commencement of their journey, and where necessary, transit visas for countries en route to Suva. Particulars regarding visa requirements can be obtained from the airlines and travel agents. A list of visa exempted countries (for Fiji) is attached.

Health and medical information

5. Participants are advised to consult travel agents in their own countries in order to obtain up-to-date information on health requirements.
6. It is presumed that the participants will be covered by health insurance on their own or by their governments/agencies.

Foreign exchange

7. Participants may bring with them into Fiji unrestricted sums of foreign currency in the form of cash, travellers' cheques or bank drafts, which can be exchanged for Fiji currency at the prevailing exchange rates.

Arrival at the airport

8. Participants should make their own transportation arrangements from the airport to their respective hotels. Taxi and bus services into the city are available at Nausori airport. Taxi fares into central Suva area are between FJD\$20 to FJD\$25.

Return bookings

9. Participants are advised to ensure that their return bookings are confirmed soon after their arrival in Suva or 48 hours before returning date.

Hotels

10. Accommodation may be reserved at the request of participants at the following hotels, which are close to PIFS premises. All hotels are about 5 minutes by taxi from the Forum Secretariat’s headquarters.

Hotel	Room type & price per night (in FJD)		Facilities
Holiday Inn Victoria Parade Tel (679) 3301 600 Fax (679) 3300 251 <i>(Quote Forum Secretariat for these room rates at Holiday Inn)</i>	Standard St. Seaview Superior Sup.Seaview	\$110 \$130 \$160 \$180	Aircon; tea making facilities; TV; ISD phones; pool bar/restaurant;laundry/ironing facilities;
Southern Cross Hotel 63 Gordon Street Tel (679) 3314233 Fax (679) 3311819	Standard Deluxe	\$80 \$115	Aircon; tea making facilities; TV; ISD phones; Korean restaurant upstairs; bar/restaurant;laundry/ironing facilities;
Peninsula International Hotel Corner McGregor/Pender Tel (679) 3313 711 Fax (679) 3314 473	Standard	\$79	Aircon; tea making facilities; TV; ISD phones; pool bar/restaurant;laundry/ironing facilities;
Tanoa Plaza Hotel Corner Malcolm/Gordon Tel (679) 3312 300 Fax (679) 3301 300	Superior Exec Suite	\$143 \$297	Aircon; tea making facilities; TV; ISD phones; Internet; bar/restaurant;laundry/ironing facilities;

The rates quoted above represent group room rates, inclusive of service charge and government tax. The hotel room rents are subject to change without prior notice.

11. Any subsequent changes in arrival plans should be communicated immediately to hotel. Cancellation, postponement or any other changes must be notified at least 48 hours in advance. Rooms not occupied in accordance with the latest advice will be held for 24 hours at the participant's expense and then released.

Local transportation

12. Participants are requested to make their own transportation arrangements during their stay in Suva. Taxis are readily available at reasonable rates.

Registration and identification badges

13. Registration will take place at foyer area of the Conference Centre on Monday, 6 December 2004 from 08.30-09.00 hours. Participants who fail to register during this period are requested to ask for a registration form to ensure that their names will appear in the list of participants.

14. Participants are requested to wear the identification badges they receive upon registration at all sessions.

Working language

15. The working language of all meetings is English and all documentation will be in English. Translation facilities will not be available.

Documents

16. Documents contributed by participants and resource persons and received sufficiently in advance of the workshop will be distributed to participants before the workshop, otherwise at the meeting itself.

Communications

17. Incoming faxes for participants may be sent to the Secretariat at (679) 3300 192; and telephone calls to (679) 3220 349 (Secretariat Room at the Conference Centre)

Officers concerned with the workshop

18. Questions regarding meeting arrangements may be directed to Ms. Alisi Tuqa via email (AlisiT@forumsec.org.fj), fax (+679 3300 192) or telephone (+679 3220 294).

Entry Requirements

Fiji welcomes visitors and to facilitate easy entry, everything has been done to make the process as pleasant as possible. A valid passport for at least three months beyond the intended period of stay and a ticket for return or onward travel is required. Entry visas are granted on arrival for a stay of 1 month for nationals of:

Antigua	France	New Zealand	Spain
Barbuda	The Gambia	Netherlands	Swaziland
Argentina	Ghana	Nigeria	Sweden
Australia	Greece	Norway	Switzerland
Austria	Grenada	Pakistan	Taiwan
Bahamas	Guyana	Palau	Tanzania
Bangladesh	Hungary	Papua New Guinea	Thailand
Barbados	Iceland	Paraguay	Tonga
Belgium	India	Peru	Trinidad
Belize	Indonesia	Philippines	Tobago
Botswana	Israel	Poland	Tunisia
Brazil	Italy	Portugal	Turkey
Brunei	Jamaica	Republic of Ireland	Tuvalu
Bulgaria	Japan	Republic of the	Uganda
Canada	Kenya	Marshall Islands	Ukraine
Chile	Kiribati	Romania	United Kingdom of
Columbia	Latvia	Russia	Great Britain
Cyprus	Lesotho	Samoa	Northern Ireland
Czechoslovakia	Liechtenstein	St. Kitts & Nevis	United States of
Denmark	Luxembourg	St. Lucia	America
Dominica	Malawi	St. Vincent & The	Uruguay
Estonia	Malaysia	Grenadines	Vanuatu
The Federal Republic	Maldives	Seychelles	Venezuela
of Germany	Malta	Sierra Leone	Yugoslavia
The Federated	Mauritius	Singapore	Zambia
States of Micronesia	Mexico	Slovak Republic	Zimbabwe.
Finland	Moldovia	Slovenia	
	Monaco	Solomon Islands	
	Nauru	South Africa	
		South Korea	

Nationals of other countries require prearranged visas, which can be applied for at the nearest Fiji High Commission in their respective country. Visas may be extended on application to the Department of Immigration in Suva, Lautoka or Nadi. It is necessary to have an onward or return ticket and sufficient funds. Those wishing to stay more than six months should consult the Department of Immigration.

Communications

Most hotels have direct dialling facilities. Check with the operator for long distance and international charges, which may also be found in the telephone directory. The international country IDD code for Fiji is 679.

Post offices are open 8am to 4pm Monday through Friday except in Suva where it closes at 4:30pm. Of course, our phone service is modern with direct or operator-assisted dialling

Banking

Fiji has the following banks- The Australia and New Zealand Banking Group (ANZ), Bank of Baroda, Habib Bank, Colonial National Bank, and Westpac Banking Corporation. All groups have head offices in Suva with branches and agencies throughout Fiji.

Normal banking hours are from 9:30am to 3:00pm Monday to Thursday and to 4:00pm on Friday. All banks are closed on Public Holidays. ANZ operates a 24-hour service at Nadi International Airport's Arrivals Concourse.

Weather

Fiji enjoys an ideal South Sea tropical climate. Maximum summer temperatures average 31 Degrees Celsius (88 Degrees F) and the mean minimum is 22 Degrees Celsius (72 Degrees F) The winter average maximum is 29 Degrees Celsius (84 Degrees Celsius F) and the mean minimum is 19 Degrees Celsius (66 Degrees Celsius F). These are much cooler in the uplands of the interior of the large islands.

A cooling trade wind blows from the east southeast of most of the year. It usually drops to a whisper in the evening and picks up again by midmorning. For more details on Fiji's climate and weather forecasts we suggest you visit the Fiji Meteorological Service Online (<http://www.met.gov.fj>)

Summer		
Average Air Temperatures:	23 - 30°C	73 - 86°F
Average Water Temperatures:	27 - 29°C	80 - 84°F
Winter		
Average Air Temperature:	20 - 26°C	68 - 79°F
Average Water Temperatures:	25 - 27°C	77 - 80°F

Departure Tax

Visitors to Fiji are required to pay \$30.00 departure tax in Fijian currency following check-in. Children under 12 are exempt.

Religion

A multiracial, multicultural nation, Fiji is represented by major religions of the world. Visitors will see Christian churches, Mosques, Sikh and Hindu temples in the towns and the countryside. Visitors are welcome at Sunday worship throughout the Fiji Islands

Electricity

The electrical current in Fiji is 240 volts AC 50 Hz. Fiji has three pin power outlets identical to Australia and New Zealand. If your applications are 110v check for a 110/240v switch; if there is none you will need a voltage converter. Leading hotels and resorts offer universal outlets for 240v or 110v shavers, hair dryers, etc.

More information on Fiji can be obtained from the Fiji Visitors Bureau Website: <http://www.fjifvb.gov.fj>