



RRS-13-Asia-Pacific Nadi, Fiji – 28 October – 1 November 2013

PARTICIPANT'S INFORMATION

Venue and Duration

The International Telecommunication Union (ITU) is organizing the ITU Regional Radiocommunication Seminar for Asia-Pacific 2013 (RRS-13-Asia-Pacific), in cooperation with the Ministry of Communications, Republic of Fiji.

RRS-13-Asia-Pacific is hosted by the Ministry of Communications and will be held at Nadi, Fiji, from 28 October - 1 November, 2013.

Meeting Venue:

Tanoa International Hotel,

Address: Votualevu Road, Namaka, Nadi, Fiji

Registration

Registration shall be performed exclusively online (as indicated on the invitation letter) via the 'Registration Section' of web site <http://www.itu.int/go/ITU-R/RRS-13-Asia-Pacific> . Please follow the instructions indicated on it

Name Badges & Admittance

Name badges will be issued at the Registration Desk prior to the event opening (Monday 28 October from 8:00 a.m.). Name Badges are required for access to the meeting venue and social functions.

Hotel Accommodation

All participants are required to book directly with the hotels except for the participants under APT fellowship. We recommend participants to stay at the Venue Hotel, or at an alternate hotel that has provided concessionary room rates.

Name of Hotel	Room Rate per night	Contact Information
<p>TANOA INTERNATIONAL HOTEL</p> <p>Address: Votualevu Road, Namaka, Nadi, Fiji</p> <p>Web Site: http://www.tanoainternational.com/</p>	<p>Single Superior Room with full breakfast \$155.00</p> <p>Single Superior Room only \$145.00</p> <p>Double Superior Room only \$166.00</p>	<p>Contact: Vika Fong Toy</p> <p>Tel: :+ 679 672 0277 F: + 679 672 0212 Ext: 23</p> <p>e-mail: vika@tanoahotels.com.fj reservations@tanoahotels.com restih@tanoahotels.com</p>
<p>Booking Code: RRS-13-Asia-Pacific <i>*Please book in early due to limited availability of rooms.</i></p>		

Alternative Hotels

A list of alternative hotels is included in Appendix 1 for participant's accommodation during the Seminar.

Transfer from Nadi International Airport to Hotel

The Tanoa International Hotel is located nearby Nadi International Airport (a 3-minute drive).

- The Tanoa International Hotel has a free Shuttle-bus to pick up its guests provided your itinerary is provided to them in advance.
- Alternatively, a Taxi-service is available. It is recommended you confirm the price with the driver before you depart.

Visa and Immigration Requirements

All travellers to Fiji must have a passport valid for at least three (3) months beyond the intended length of stay in Fiji, and a ticket for return or onward travel to another country to which he/she is authorized to enter. Citizens of most Pacific Islands countries are exempt of an entry visa. Please check with your travel agent for the appropriate visa 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/> .

Participants who require a visa should apply for a visa at a Fiji consulate or diplomatic mission in their respective country, well in advance of their departure. If you require a visa supporting letter from the Government of Fiji, please contact:

Mr. Shivnesh Prasad
Ministry of Communications
Suva, Fiji
Tel: +679 331 6877
e-mail: shivnesh.prasad@gmail.com

Insurance

It is requested that you make your own necessary arrangements for travel insurance and medical coverage before you travel.

Wireless LAN

Internet Access over wireless networks will be available during the meeting. Participants who wish to utilize wireless facilities are requested to bring their own laptop computers with wireless LAN cards.

Departure Tax

A Departure Tax of F\$20 is payable at Nadi Airport on departure. Most airlines include the Departure Tax in their ticket prices.

Dress

Smart casual attire. Island Shirts are encouraged.

Electricity

Electricity voltage is 230/240 volts with pin configuration similar to Australia and New Zealand (see depict below). You are advised to take along a universal adaptor if you are from any other country with dissimilar pin configuration and voltages.



Currency

The local currency is Fiji Dollars. International Banks operating in Nadi include ANZ and Westpac. The Exchange rate is approximately F\$1.00= US\$0.5572 (US\$1.00=F\$1.84). Major Credit Cards are accepted at most hotels, retail outlets and ATMs.

Time

Local time in Fiji is UTC +12 hours

Climate

Fiji is approximately 18 degrees South latitude of the equator and has a warm and tropical climate. The average daytime temperature during the cool season (July/August) is 15-25 degrees Celsius. Summer clothing with a light jacket is recommended during the day but it can get cool at night.

About Fiji

Fiji is known for its natural beauty, tropical climate and Fijian hospitality.

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

Correspondence

ITU: <u>Seminar:</u> Joaquin Restrepo, OPS/BR Email: Joaquin.restrepo@itu.int <u>Registration:</u> Marie-Jo Deraspe, ADM/BR Email : mariejo.deraspe@itu.int	Ministry of Communications, Fiji: Mr. Shivnesh Prasad Director Ministry of Communications Suva, Fiji Tel: +679 331 6877 e-mail: shivnesh.prasad@gmail.com
---	---

Appendix 1 – List of alternate hotels

Please note that rates may change without notice.

Please check with these hotels directly on the latest rates and book directly with them.

Non APT fellowship delegates are required to book directly with the hotels.

Other Hotels	Room Rate per night	Contact Information
NOVATEL NADI HOTEL	<i>King Deluxe (Single Occupancy) F\$155 (~USD86), breakfast included</i>	Contact: Florence Kwong Tel: +679 672 2000 Fax: +679 672 0324 e-mail: lan@novotelnadi.com.fj
TRANS INTERNATIONAL HOTEL	<i>Single room \$140 Deluxe room \$170 Family room \$160</i>	Reshmi Lata info@transinthotel.com.fj Phone: +679 672 8633