Information for Participants

1. Workshop Venue:

The Regional Workshop will be held at the Convention Centre of the Tanoa International Hotel in Nadi, Fiji, from 11 October (Tuesday) to 14 October (Friday) 2011.

2. Workshop Registration and Opening:

The Workshop Registration will start at 08:30am, Tuesday, 11 October 2011, followed by the Workshop Opening at 09:00am.

3. Workshop Language:

The Workshop Languages are English and French.

4. Workshop Papers:

Paper-less workshop is promoted. Limited hard copies will be distributed during the workshop. All power-point presentations will be saved in a memory stick and provided to each participant at the end of the workshop.

5. Hotel Accommodations:

A special conference package of the Tanoa International Hotel is used, which includes rooms for participants, conference facilities & equipment, airport pick-ups, lunch, morning/afternoon tea/coffee, etc.

FAO-sponsored participants are requested to stay at the Tanoa International Hotel. Rooms have been blocked for participants as a group. Basic room charges (for room only) will be directly paid to the hotel by FAO for FAO-sponsored participants. Other room charges (room services, internet access, telephone calls, etc.) must be settled by each participant.

SPC-sponsored participants are also requested to stay at the Tanoa International Hotel. Rooms have been blocked for participants as a group. Basic room charges (for room only) will be directly paid to the hotel by SPC for SPC-sponsored participants. Other room charges (room services, internet access, telephone calls, etc.) must be settled by each participant.

For your room reservation, we will use a list of participants prepared by FAO and SPC.

For participants from other international/regional organization/agencies, we will assist you in booking a room at the Tanoa International Hotel if needed, or you may contact them directly.

Tanoa International Hotel
Votualevu Road, Nadi, Fiji

Phone: (+679) 6720277
Fax: (+679) 6720191
E-mail: tanoa@tanoahotels.com.fj
Website: www.ranoahotels.com

6. Room Arrangements:

For all participants, room assignments will be arranged by the Tanoa International Hotel based on the participant list. On your arrival at the hotel, please inform the hotel reception of your name and participation in the FAO/SPC Regional Scoping Workshop.

7. Airport pick-ups:

The Tanoa International Hotel will provide its courtesy airport pick-up on your arrival at the Nadi International Airport. Please look for the Tanoa International Hotel's shuttle bus in the parking area at the International Arrival (outside the Rosie Tours Office) or the Domestic Arrival.

After passing through the Customs clearance area, please proceed to the exit. You may ask the Information Desk in front of the exit for the Rosie Tours Office. Or, please walk straight to the end of the concourse (the end of the building). You will find the Rosie Tours Office on your right.

8. Tickets:

For FAO-sponsored participants, travel information (itinerary) will be sent in advance, and your e-ticket will be arranged by FAO.

For SPC-sponsored participants, travel information (itinerary) will be also sent in advance, and your e-ticket will be arranged by SPC.

9. Visa:

Please be prepared for your travel. It is each participant's own responsibility to secure necessary visas and make sure of passport validity for the travel.

A visitor's visa to Fiji will be granted on your arrival at the Nadi International Airport.

For participants from the other region, please kindly note that there may be a visa fee required on your arrival at the Nadi International Airport depending on your national passport. Please double-check visa requirements with your local travel agent. If there is any query, please contact us.

10. DSA:

For FAO-sponsored participants, DSA can be picked up after your arrival at the Tanoa International Hotel. Please contact Masa Izumi, FAO Fishery Officer, who is scheduled to arrive the hotel around 7:30pm on 07 October (Friday).

For SPC-sponsored participants, DSA can be picked up on your arrival at the Tanoa International Hotel. Please contact Robert Jimmy, SPC Aquaculture Adviser or Ms Genevieve Mirc, Project Assistant, Aquaculture Section, SPC.

On your arrival at the Nadi International Airport, please exchange some money to Fijian dollars for your immediate use during the weekend before the workshop starts on 11 October (Tuesday). The exchange rate is approximately FJD1.00 = USD0.5657.

Please note that 10 October (Monday) is a national holiday (Fiji Day) in Fiji.

The ANZ Bank is located in the Customs clearance area and just outside the exit. Also, the Western Union is located in the concourse. For exchanging any currencies, the ANZ Bank charges its bank commission while the Western Union does not. Please check their exchange rates. Please also note that the Western Union does not accept traveller's cheques. At the airport, the ATM machine is also available at the ANZ Bank just outside the exit. In the nearest town, Namaka, 2-3 minutes by a taxi from the Tanoa International Hotel, there are the ANZ Bank branch and the WestPac Bank branch.

11. Further Information:

Further inquires regarding the arrangements for the Workshop should be directed to:

For FAO-sponsored and other participants:

Mr. Masa Izumi Fishery Officer FAO Sub-Regional Office Private Mail Bag Apia, Samoa	Phone: (+685) 20710 or 22127 Fax: (+685) 22126 E-mail: masanami.izumi@fao.org or, FAO-SRO-Pacific@fao.org Mobile phone: (+679) 8629516 in Fiji (07-16 October 2011)

From 26 September 2011, regarding travel arrangements you may also directly contact the following person at the FAO Sub-Regional Office in Samoa.

Ms. Manah Lolani (manah.lolani@fao.org)	Phone: (+685) 20710 or 22127

For SPC-sponsored participants:

Mr. Robert Jimmy Aquaculture Adviser Coastal Fisheries Programme SPC BP D5, Noumea Cedex, New Caledonia	Phone: (+687) 262000 or 260188 Fax: (+687) 263818 E-mail: RobertJ@spc.int
Or, Genevieve Mirc (GenevieveM@spc.int)	Phone: (+687) 262000 or 260183