

## INFORMATION FOR PARTICIPANTS



The International Telecommunication Union (ITU) together with the Office of the Regulator of Samoa (OOTR) is organizing the **International Girls in ICT Day** on 23 April 2020 in Apia, Samoa. The event will be co-hosted by the Ministry of Communications and Information Technology (MCIT).

### 1. VENUE

The International Girls in ICT Day will be held at the **TUI ATUA TUPUA TAMASESE EFI (“TATTE”) CONVENTION CENTER, APIA SAMOA.**

### 2. PARTICIPATION

All ITU Members, including Academia, Sector Members and Associates, UN agencies, international and regional Organizations, can participate in the event and a training<sup>1</sup> by registering online through the ITU Website.

Administrations of Members and Associate Members and International/Regional Organizations are kindly requested to register their delegations in order to facilitate logistic arrangements.

### 3. REGISTRATION

Registration will be carried out exclusively online. Each participant interested in attending the International Girls in ICT Day event should complete and submit a registration form to be accessed [here](#).

Your delegation can register to the event with their TIES log-in credentials. In case they do not have TIES access, they can create a new user account.

Fellowship applicants must first submit their registration in order to receive the fellowship form. This means that during the registration process, they should tick the box corresponding to “fellowships”. The approved and signed fellowship form must be returned to the Fellowship Service (by e-mail to [fellowships@itu.int](mailto:fellowships@itu.int) or by fax: +41 22 730 57 78), no later than 2 March 2020.

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<sup>1</sup> This training will last one day and half and it is addressed to overseas delegates and registered local women in ICT sector.

#### 4. HOTEL ACCOMMODATION

**TanoaTusitala Hotel** is recommended for all participants to stay during the events. All participants are required to make room reservation directly with the hotels. The contact details of the hotel are as follows:

Address: Beach Road, Sogi, Apia, Samoa  
 Telephone: +685 21122  
 E-mail address: [tusitala@tanoahotels.com](mailto:tusitala@tanoahotels.com)  
 Website: <http://www.tanoatusitala.com/>

The rates are:

Room Type	Room Rate per night(USD)	Facilities Information (Complementary)
Deluxe Room (Single)	USD 120 (Inclusive of all taxes and service charges)	<ul style="list-style-type: none"> <li>• Daily breakfast</li> <li>• Complimentary Wifi internet in guest room</li> </ul>
Deluxe Room (Double / Twin)	USD 150 ( Inclusive of all taxes and service charges)	

Cancellation Condition	Penalty
2~3 days before check-in date	50% of one night stay rate
1 day~On check-in date & No-Show	100% of one night stay rate

The following hotels are alternative hotels for participants to stay during the events. Please contact the hotels directly for rates and reservations:

<p align="center"><b>APIA CENTRAL HOTEL</b></p> <p><b>Contact Details</b>   +685 20782   <a href="mailto:info@apiacentralhotel.com">info@apiacentralhotel.com</a>   <a href="http://www.apiacentralhotel.com/">http://www.apiacentralhotel.com/</a></p>	<p align="center"><b>HOTEL ELISA</b></p> <p><b>Contact Details</b>   +685 21116   <a href="mailto:reservations@hotelelisa.ws">reservations@hotelelisa.ws</a>   <a href="http://www.hotelelisasamo.com/">http://www.hotelelisasamo.com/</a></p>
<p align="center"><b>HOTEL MILLENIA</b></p> <p><b>Contact Details</b>   +685 28286   <a href="mailto:info@hotelmillenciasamo.com">info@hotelmillenciasamo.com</a>   <a href="http://www.hotelmillenciasamo.com">http://www.hotelmillenciasamo.com</a></p>	<p align="center"><b>ANIVA'S PLACE</b></p> <p><b>Contact Details</b>   +685 23431   <a href="mailto:info@hotelmillenciasamo.com">info@hotelmillenciasamo.com</a>   <a href="http://www.anivasplace.com">http://www.anivasplace.com</a></p>

#### 5. TRANSPORTATION FROM AIRPORT TO THE HOTEL

The Hotels are located approximately 40kms (40 minutes' drive) from Faleolo International Airport.

- The hosts, OOTR and MCIT, Samoa will provide pick-up services from airport to the hotel and return for all participants who advice of their itinerary in advance at least 2 weeks prior to arrival. Those who may need this assistance are encouraged to register flight details to the local secretariat ([peti.farani@regulator.gov.ws](mailto:peti.farani@regulator.gov.ws), or [vanessa.pelenato@regulator.gov.ws](mailto:vanessa.pelenato@regulator.gov.ws)) so that adequate arrangements can be made.
- Alternatively, a taxi service is available. The approximate taxi fare from the airport to Apia is WST\$60. It is recommended you confirm the price with the driver before you depart. Hotel shuttles are also available for transport from and to the airport.

## **6. WIRELESS LAN**

Internet Access over wireless network will be available during the meeting. Participants who wish to utilize wireless facility are kindly requested to bring their own laptop computers with Wi-Fi capability.

## **7. VISA AND IMMIGRATION INFORMATION**

Please check with your travel agents the appropriate visas and documentation necessary for your entry into Samoa.

Visitors to Samoa can apply for a 60 day Visitor Permit on arrival using the arrival card. Travelers must have:

- a passport valid for at least 6 months beyond the intended stay
- confirmed onward tickets (Return Ticket)
- visas for the next country of destination
- sufficient funds to support themselves (while in Samoa)
- confirmed residential contact address

Please note that Samoa is accessible by air from Australia, New Zealand and Fiji. Depending on the nationality transit Visa may be required. Participants are encouraged to check with their own travel agents visa requirements for countries of transit before departure.

The links below provide several regulations to get transit from Australia / New Zealand / Fiji. Please find your preference:

1. Transit in Australia:

<https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/transit-771#Eligibility>

2. Transit in New Zealand:

<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/about-visa/transit-visa>

3. Transit in Fiji:

<http://www.immigration.gov.fj/travel-requirements/visa-exempted-countries>

For more information please refer to this link:

<https://mpmc.gov.ws/divisions/immigration/permits-2/>.

Participants who require visa supporting letter for applying for visa, please contact the following officials:

**Theresa Palale**  
 Principal Spectrum Management Officer  
 Office of the Regulator  
[theresa.palale@regulator.gov.ws](mailto:theresa.palale@regulator.gov.ws)  
 Office number: +685 30282  
 Mobile number: +685 7633181

**Angeline Seiuli**  
 Principal Legal Officer  
 Office of the Regulator  
[angeline.seiuli@regulator.gov.ws](mailto:angeline.seiuli@regulator.gov.ws)  
 Office number: +685 30282  
 Mobile number: +685 7742513

To ensure that participants do not have problems at the border please hand carry a copy of the letter of invitation from ITU and OOTR. For further assistance upon arrival, please contact the local contacts above.

## 8. PRACTICAL INFORMATION

**About Apia:** Apia is located on the central north coast of Upolu, Samoa's second largest island, 40km east of the international airport. This charming colonial-style town is the hub of business, government and shopping within Samoa and is an excellent place to explore or base yourself while you discover Samoa.

**Weather:** Samoa's weather is warm and tropical all year round, with two distinct seasons- the dry season running from May to October and the wet season from November to April. Samoa's climate is hot and humid with an average daily temperature of 29 degrees Celsius and ocean temperature in the low 20s.

**Dress:** Smart Casual

**Language:** Samoan is the official language and English is also widely spoken as the second language.

**Time Zone:** In 2011, Samoa changed time zone, moving west of the dateline. Samoa Standard Time is. UTC/GMT + 13h. During Daylight Saving Time Samoa is. UTC/GMT + 14h.

**Banks & Currency:** The Samoan Tala is the currency of Samoa. The currency code for Tala is WST, and the currency symbol is \$. Samoa's Bills and Coins:

<p><b>\$5 tala</b></p> <p>The front of the \$5 tala bank note reflects the increasing importance of our limited pristine beach resources to the development of Samoa's main economic driver - the tourism industry. The reverse portrays the Vailima residence of author Robert Louis Stevenson or Tusitala (Teller of Tales) as he was known in Samoa.</p> 	<p><b>\$10 tala</b></p> <p>The \$10 tala bank note commemorates sports and education in Samoa. The front features Samoa's rugby sevens team's triumphant victory, crowned champions at the IRB Hong Kong Sevens in 2007. The reverse features Samoan children on their way to school. They are seen as the future of our proud nation.</p> 
<p><b>\$20 tala</b></p> <p>The front of the \$20 tala bank note features a beautiful waterfall. The reverse features our national bird, the Manumea, and Samoa's national flower, the Teuila. These images portray the diversity and beauty of Samoa's natural environment to protect and treasure for generations to enjoy.</p> 	<p><b>\$50 tala</b></p> <p>The \$50 tala bank note depicts political and economic maturity and stability. The front side of the bank note features the Government complex at Matagalalua, while the reverse side of the bank note features the Central Bank of Samoa.</p> 

## \$100 tala

The \$100 tala bank note commemorates the life of the late Malietoa Tanumafili II, Head of State of Samoa from 1962 to 2007. The reverse side features the Mulivai Catholic Cathedral, one of the nation's oldest churches. It is a significant historical symbol of Christianity in Samoa, representing the people's strong religious beliefs.



## 2011 Coins



In 2011, Samoa introduced new circulation coins – one and two tala, plus 10, 20 and 50 sene.

The five coins represent the history and culture of Samoa and feature Samoa's cultural treasures – the

Fautasi Race, Manumea Bird, Teuila Flower, Kava Bowl and the Official National Emblem. The obverse of these coins depicts the effigy of His Royal Highness Tui-Atua Tupua Tamasese Efi.

The **ONE TALA** and **TWO TALA** is actually gold in colour and not silver as depicted here.

## Electricity:

In Samoa the standard voltage is 230 V. The standard frequency is 50 Hz. The power sockets that are used are of Type I.



## Other useful information

For further information on Samoa you can browse on the following web page:

<http://www.samoa.travel/page/practical-information>

## 9. MEDICAL ISSUE

For travel requirements, there is no more travel restrictions on the measles outbreak in Samoa.

Regarding to issue that is happening, there is a Health travel advisory & restriction in relation to the 2019 Novel Coronavirus. The issue details information can be found on the link below:

<https://www.health.gov.ws/>

## 10. CONTACT INFORMATION

### ITU

ITU Regional Office  
Ismail Shah  
[ismail.shah@itu.int](mailto:ismail.shah@itu.int)  
Tel: +62 21 3802 322  
Fax: +62 21 3890 5521

ITU Headquarters:  
Monica Albertini  
[monica.albertini@itu.int](mailto:monica.albertini@itu.int)  
Tel:+4122 730 5317

### Local Secretariat

Office of the Regulator  
Mulinu'u, Apia Samoa  
Tel: 685 30282  
Fax: 685 30281

Theresa Palale  
Principal Spectrum Management Officer  
Email: [theresa.palale@regulator.gov.ws](mailto:theresa.palale@regulator.gov.ws)

Ms Angeline Seiuli

<p>Carla Licciardello <a href="mailto:carla.licciardello@itu.int">carla.licciardello@itu.int</a> Tel:+4122 730 5232</p>	<p>Principal Legal Officer Email <a href="mailto:angeline.seiuli@regulator.gov.ws">angeline.seiuli@regulator.gov.ws</a></p>
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