|  |
| --- |
| **ANNEX 2****ITU CENTRE OF EXCELLENCE NETWORK FOR ASIA PACIFIC REGION****SENIOR MANAGEMENT TRAINING ON****“Telecom Strategy for the Pacific-The Next Five Years”,** **16 - 18 November, 2015, Nadi, Fiji****Supported by****INFORMATION NOTE** |

**Introduction**

This senior management training is an endeavor of ITU, PITA and MICT (Thailand) under the aegis of ITU Asia-Pacific Centre of Excellence (CoE), to build skills on developing telecom strategy for the Pacific. The training is hosted by the Government of Fiji and supported by the Department of Communications, Australia.

The objective of training is to equip senior management with skills and knowledge to develop their own strategies leveraging on the best practices. It will also assist in develop common understanding amongst the various entities.

**Venue of the TRAINING**

The training will be held at the TANOA CONFERENCE ROOM (located behind the reception) at the **Tanoa International Hotel, Votualevu Road, Nadi in FIJI**.

Tanoa International Hotel is located about 5 minutes’ drive from the Nadi International Airport. Hotel reservation information is available further down this document.

**VISA**

All delegates will need to have a valid passport for at least 6 months from the date of arrival. Please check with your travel agents for the appropriate visa documentation and other necessary document to enter Fiji.

**AIRPORT TAX**

Departure Tax should be inclusive in airline tickets. Please check and confirm with airline or travel agent.

**INTERNET**

Conference Internet access will be provided at the event conference room areas, participants will require their own WI-FI enabled laptops to access this internet. Data enabled SIM cards or FLASHNETs can be purchased at the Mobile Service provider outlets at the Airport Arrivals to provide internet coverage outside the conference areas and Nadi area.

**TRAVEL AND ACCOMMODATION**

The main entry point into Fiji is Nadi International Airport.

Delegates are required to confirm with the respective hotel when making reservations. For delegates who will be staying at the Hotels mentioned below, kindly check and confirm for Hotel complementary shuttle for airport pickup & drop. Alternatively where hotel shuttle is not available, Nadi Airport taxis are recommended. Airport taxis are available outside the Arrival area with costs of FJ$6-$15.00/one way.

**HOTEL ACCOMODATION**

*All participants are required to book directly with the hotels.*

The following hotels are recommended for participants: All costs indicated are in Fijian dollars (FJD) – see exchange rates further below:

1. **Tanoa International Hotel**

*Tanoa Int’l Hotel is the hotel where the workshop event is to be held.*

Room Rate: FJ$150.00 (Single Superior) room only

FJ$165.00 (Single Superior) with breakfast

 FJ$185.00 (Single Superior) with breakfast & wireless internet in room

Reservation Contact: tanoa@tanoahotels.com (Contact person: Vere)

Website: [www.tanoainternational.com](file:///C%3A/Users/User/Dropbox/2016/Events%20Management/GSMA%20Roaming%20Training/www.tanoainternational.com)

Telephone: +679 672 0277

1. **Novotel, Nadi**

Room Rate: FJ$165.00 (Guest Rm) – Room only / $187.00 with breakfast

 FJ$195.00 (Superior Rm) – Room only / $217.00 with breakfast

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

Taxi: FJ$4.00

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

Website: [www.accorhotels.com/6287](http://www.accorhotels.com/6287)

Telephone: +679 672 2000

**Alternative hotels:**

|  |  |
| --- | --- |
| **AIRPORT HOTELS*****\*Group of hotels opposite the Airport***Distance: 2-3 minutes drive form airport and less than 5 mins drive to Tanoa Int’l HotelTaxi Fare: FJ$6.00-$7.00Internet: Available in the rooms. Internet card available at the reception from $10.00-$45.00**Raffles Gateway Hotel**Room Rate: FJ$132.00 – F$340.00 no breakfastReservation:reserve@rafflesgateway.com (Contact person: Swati)Website: [www.rafflesgateway.com](http://www.rafflesgateway.com)Telephone: +679 672 2444**Trans International Hotel**Room Rate:FJ$160.00 - $200.00 breakfast includedReservation: info@transinthotel.com.fj(Contact person: James)Website: [www.transinthotel.com.fj](http://www.transinthotel.com.fj)Telephone: +679 672 8633**Tokatoka Resort Hotel**Room Rate: FJ$137.00-$164.00 breakfast not included.Reservation: reservations@tokatokaresort.com.fj (Contact person: Leba)Website: [www.tokatokaresort.com.fj](http://www.tokatokaresort.com.fj)Telephone: +679 672 0222 | **URBAN HOTELS*****\*Group of hotels along Martintar, Nadi***Distance: about 15 mins drive from airport and 10-12mins to Tanoa Int’l HotelTaxi Fare: FJ$7.00-F$10.00Internet: Available in the rooms. Internet card available at the reception from $10.00-$45.00**Capricorn Hotels**RoomRate:FJ$105.00-$125.00 Light breakfast includedInternet: No internetReservation: capricorn@connect.com.fj (Contact person: Rajnita)Website: [www.capricornfiji.com](http://www.capricornfiji.com)Telephone: +679 672 0088**Mercure**Room Rate: FJ$150.00 - $195.00. Breakfast is FJ$27.00/paxReservation: reservations@mercurenadi.com.fj (Contact person: Karishma)Website: [www.accorhotels.com.fj](http://www.accorhotels.com.fj)Telephone: +679 672 2255**Hexagon International**Room Rate: FJ$80.00-$95.00. Breakfast not included.Reservation: hexagonintl@connect.com.fj (Contact person: Mereoni)Website: [www.hexagonfiji.com](http://www.hexagonfiji.com) Telephone: +679 672 0044**Grand Melanesian Hotel**Room Rate: FJ$80.00-F$90.00. Breakfast not included.Reservation: melanesianhotl@connect.com.fj (Contact person: Mahen)Website: [www.hexagonfiji.com](http://www.hexagonfiji.com) Telephone: +679 672 2438 |
| **BACKPACKERS & BUDGET HOTEL****Tanoa Skylodge Hotel**Located about 10-12minutes by taxi at F$6 one wayRoom Rate: FJ$95.00 – FJ$130.00. Breakfast included.Internet: Available in the rooms. Internet card available at the reception from $5-$40.00Reservation: skyres@tanoahotels.com.fj  (Contact person: Yvonne)Website: [www.tanoahotels.com](http://www.tanoahotels.com)Telephone: +679 672 2200/672 2001 |

**TELECOMMUNICATIONS**

Fiji Telephone Country Code: 679

To dial outside Fiji:

* from mobile phone, dial + before overseas country code
* from fixed line, dial 00 before overseas country code
* Check service provider for international outgoing specials/promotion with different access codes

SIM Card: Those requiring SIM cards can purchase SIM cards at the Vodafone Fiji and Digicel Fiji outlets at the Arrivals Area at the airport, next to the ANZ

 **CURRENCY, EXCHANGE RATES and LOCAL BANKS**

Fiji Dollar (FJD) is the local currency. Check online currency convertor for exchange rates and allow some variations with local banks and currency exchange outlets.

Some guide on Exchange rates: may vary around for

**FJD1.00 = USD0.45; AUD0.62; NZD0.69; VT42.41; PNGK1.12; ST1.11; TOP0.95; XPF49.38**.

Bank established in Fiji include ANZ, Westpac, BSP and BRED Bank with ATMs and local branches located at the airport arrivals (ANZ) and 10-15mins drive from the hotel venue.

**DRESS CODE**

Island smart/Business smart casual. October will be a warm and humid season, cool cotton clothing are recommended, and a light jack for evening outing and with the air-conditioned conference room

**MEDICAL AND HEALTH**

All delegates are required to ensure they organise all necessary cover for medical and health emergency circumstances.

**CLIMATE**

The weather in Fiji in October would be at transition from cooler to warm, humid and raining season, so temperatures would vary from 21-31 degrees Celsius; delegates are advised to bring umbrella in case of rain.

**COORDINATORS**

|  |  |
| --- | --- |
| **PITA coordinator:** **Name: Mr. Fred Christopher**ManagerPacific Islands Telecommunication Assoc [PITA]Tel: (679) 323 1950 Tel: (679) 331 1638Email: pita@connect.com.fj pitacoordinator@gmail.com  | **ITU coordinator:**Mr. Ashish Narayan,Program Co-ordinator,International Telecommunication UnionRegional Office for Asia & the Pacific,5th Floor, Thailand Post Training Centre,111Moo3 Chaengwattana Road,Laksi Bankok 10210,ThailandTel: +66 257 500 55FAX: +66 257 535 07 Email: ashish.narayan@itu.int  |