

PARTICIPANTS' INFORMATION

This information for Participants is for the following events

1. **PITA Mobile Roaming Workshop** [09-10April]
2. **ITU/PITA Numbering Misappropriation Capacity building workshop for the Pacific** [11-13April]

All activities of the above workshops will be held at the **Hilton Fiji Beach Resort and Spa**, in Nadi Fiji.

Dates: 09-13 April 2018; see above for the respective dates for each workhsop

Program

Program and Agenda for the respective workshops are available online at www.pita.org.fj, or on enquiry to the [PITA Manager](#)

Registration

All interested participants should complete and submit the online pre-registration form available [here](#)

Name Badges & Admittance

Name badges will be issued to the confirmed registrations at the Registration Desk during face to face Registration at the venue. Registration on site will open from Monday 09 April 2018 at 0815am.

For those arriving to attend only the Numbering Misappropriation Workshop, we will have an on-site registration open from 0815am on 11 April 2018.

Name Badges are required to be worn at all times to access the workshop activities.

Internet

Conference Internet access will be provided at the event conference room areas, participants will require their own WI-FI enabled laptops to this internet.

Venue Hotel:

Hilton Fiji Beach Resort & Spa, Denarau Nadi, FIJI.

This is the venue hotel and recommended accommodation. Delegates are required to do own booking as per hotel availability and requirements.

Room Rate: FJ\$399.00 (Single Gardenview Room) – inclusive of Taxes and Buffet Breakfast
FJ\$429.00 (Single Beachfront Room) – inclusive of Taxes and Buffet Breakfast

Reservation Contact and Code: to be provided once contract is paid and signed.

TEL: +679 675 6800 **Website:** [click here](#)

Transfer from Airport: Airport transfer buses available on arrival flight; kindly enquire when booking for Airport Transfer Bus.

Traveling from Nadi Airport to Hilton Fiji Beach Resort and Spa: Venue Hotel

Distance to Venue Hotel:	Drive Time:	Taxi fare:
20 km. (12 mi.)	20 min.	~F\$30

Hotels for Alternative Accommodation

1. Tanoa International Hotel

A block run of rooms has been made for 20 Superior Rooms @F\$180 inclusive of Taxes and Full Breakfast & Wireless Internet. Rooms will be given out on first come first served.

Delegates are required to book directly and pay for own rooms; room confirmation requirements will apply.

To book: Reservation Contact: Aggie Nalukuya – reservations@tanoahotels.com

Makareta Nasau – restih@tanoahotels.com

Arishma Sahil – tihres2@tanoahotels.com

Telephone: +679 672 2313 Website: <http://www.tanoainternational.com/>

Transfer from Airport: Airport transfer buses available on arrival flight; kindly enquire when booking for Airport Transfer Bus.

Transfer to venue Hotel: Group Transfer for delegates at this hotel is being organised for the week group fare package of F\$50-F\$80 per person – to be confirmed

2. Tanoa Skylodge. Delegates could be picked up and dropped by the Group daily transfer to venue hotel

Room Rate: Superior Room \$130.00 inclusive of tropical breakfast for 1

Superior twin room (Share twin basis) \$160.00 inclusive of tropical breakfast for 2

Reservation Contact: skylodge@tanoahotels.com

Contact Name: Vere Aropio

Website: <http://www.tanoainternational.com/>

Telephone: +679 672 2200

Other hotels including the ones below can be searched by the web for their reservation

- Raffles Tradewinds Airport Hotel

Room Rate: (Standard Room) – FJ\$125per night, (Deluxe Room) – FJ\$154 per night
No meals included in room rate.

Internet is charged back to the room (1 hr- \$5, 1 day - \$15, 3 days – \$40)

Reservation: reserve@fijigateway.com (Contact person: Barbara)

Website: www.fijigateway.com Telephone: +679 673 4755

- Novotel Nadi
 Room Rate Only: Standard Room (1 double bed) - FJ\$178.00. Deluxe Room (2 queen beds) - F\$228.00 Executive Room (1 king bed/a sofa) - F\$239.00
 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.
 Reservation Contact: reservations@novotelnadi.com.fj (Contact person: Darshika)
 Website: www.accorhotels.com/6287 Telephone: +679 672 2000

For Map, Directions & Distance for the above hotels, please go to Google Map.

Other Information:

Dress Code

Smart Business Casual attire. April is a wet, warm and humid season with average temperature ranging from 28-32 degrees Celsius, delegates are recommended to bring cool and light clothing, and an umbrella if staying outside the hotel venue. Be prepared for the worst with climate change, unpredictable weather may result, so bring also jacket for cooler evenings if planning to go out.

Visa and Immigration Requirements

All participants traveling into Fiji must have a valid passport for at least six (6) months beyond the intended period of stay and a ticket for return or onward travel to another country to which he/she is authorized to enter, is required. Citizens of most Pacific Islands countries are exempt an entry visa. Please check with your travel agents the appropriate visas 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/>

Departure Tax

Departure Tax of F\$150.00 payable at Nadi Airport on departure. Departure taxes are normally included in tickets.

Currency

The local currency is Fiji Dollars (FJD).

International Banks operating in FIJI are Westpac and ANZ. Their Buying Exchange rates is approximately F\$1.00: US\$0.48

Internationally recognized credit cards (Visa, Master, and American Express) are accepted by the hotel and department stores for the purchase of goods and ATMs.

Telecommunications Services

Communication services in Fiji include fixed line telephony (International Direct: Voice/ Data/ Facsimile, Broadband Internet ADSL, Wireless Hotspots and 2G/3G GSM Mobile Network V/M & SMS Prepaid telephone services.

Fiji Island's IDD Country code: +679

Mobile network is provided by Vodafone and Digicel, Fiji offers roaming to most of the developed countries including some Pacific Islands.

For those not able to use roaming and prefer purchasing prepaid SIM cards, Starter Packs are available at approx. \$2.95 - \$5. They can be purchased at the Airport or any Vodafone/ Digicel outlet with issuance of an ID.

Electricity

Electricity voltage is 240 volts with pin configuration similar to Australia, NZ and most Pacific Island countries. You are advised to take along your universal adaptor if you are from the USA, Asia or any other country with dissimilar pin configurations and voltages.

Climate & Time zone

Fiji, during October to April is mostly warm and humid with rain, and light clothing is recommended and an umbrella is suggested if staying in alternate hotels. But be prepared for the worst, bring along a light jacket for the cooler evenings that may result.

Local time in Fiji is UTC/GMT +12 hours. Daylight saving at this period.

Insurance

All participants are to ensure that they have sufficient cover for medical, injury, and repatriation cover.

About FIJI

If planning for a short holiday, Fiji is known for its natural beauty and tropical climate and more commonly for its cornucopia of adventure with Fijian hospitality. For more information please visit websites on Fiji: <http://www.fijime.com>

For further assistance or information regarding the above, please contact the following:

1. Fred Christopher

2. Deborah Albert

Manager

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