

PARTICIPANTS' INFORMATION

This information for Participants is for the following Workshop and Training

1. PacNOG 25th Educational Workshop & Training

The above workshop and training will be held at the USP Laucala Campus, Suva, Fiji. Hosting logistics and support are provided by PITA.

Venue

University of the South Pacific Main Campus, Suva, FIJI;

Website:

Address: USP Laucala Campus, Suva Fiji

Dates: PacNOG 25: 02-06 DEC 2019 (5 Days)

Program

Tentative Program is now available online at www.pita.org.fj, or on enquiry to the [PITA Manager](#)

For Accommodation, recommended hotels and reservation, refer to the section below on Accommodation.

Registration

All participants must pre-register their attendances to the PacNOG 25 using the online form available at the link below:

[Click here to register](#)

Once pre-registered, you must confirm with payment of registration fee; as follows

Registration Fee & Travel Costs

Registration fee will apply. Amount is USD110 or FJD230; whichever is convenient, and payable to PITA at the PITA Office (EFTPOS/Debit or Credit Card) or by direct bank transfer-deposit. For those requesting to pay on site and providing eTicket and official confirmation, registration fee is payable at the registration desk on Monday 02 December 2019.

To help in our logistics planning, we need all registration fee to be paid in advance to confirm participation. Seats will be pre-confirmed upon receipt of these fees.

As indicated, we can also consider official requests for participants not resident in Fiji and wishing to pay on site, by forwarding an official company request and attaching a copy of the eTICKET to confirm participation. Local participants to pay directly to PITA as indicated below

Payments of Registration Fee can be made to:

1. Pacific Islands Telecommunications Association onsite using EFTPOS payment (Debit or Credit card):

- a. Contact Ms. Deborah Albert, admin.pita@connect.com.fj
2. Or, by direct funds transfer of USD115.00 (with USD5.00 Bank Fee) to Bank with account information below:

Recipient Account: **Pacific Islands Telecommunications Association**

Recipient's Address: **Level 8, BSP Life Center Building, Suva Fiji**

Account Number: **6055534**

Bank: **ANZ BANK**

Bank Address: **25 Victoria Parade, Suva, FIJI**

SWIFT Code: **ANZBFJFX**; BSB No **010890**

IMPORTANT: For all Bank fund transfer- Mention (1) PacNOG25 fees and (2) Sender Organization

Pre-Registration Form is available online at PITA Website www.pita.org.fj under the event name in Upcoming Events. This must be completed and submitted in order to allow the appropriate provisions be pre-confirmed in accordance with the session that will be attended.

Tea break refreshments and Working Lunch will be provided for all confirmed and paid registration for the event.

Name Badges & Admittance

Name badges will be issued to the all participants at the Registration Desk during face to face Registration at the venue.

- Registration on site will open on the following dates and times:
 - Monday 02nd December 2019 at 0815am,

Name Badges are required to be worn at all times to access the PacNOG 25 activities

Internet

Basic Internet access will be provided at the event over the training platform for WIFI; participants will require their own WI-FI enabled laptops to access this internet.

Hotel Accommodation

All participants are required to book directly with the hotels. Contact the PITA Manager if any booking issues are encountered or additional information is required.

1. **Peninsula International Hotel Suva** – located at Cnr McGregor Road & Pender St, Suva
(Distance from hotel to meeting venue: About 10 minutes' drive)

Room Rate: FJD\$180.00 – Standard Room; FJD\$195.00 – Shared Room

(Inclusive of Continental Breakfast; Internet: Card can be purchased from the reception)

Reservation Contact: Mereia Sovarua

Email: reservations@peninsula.com.fj,

Website: <https://peninsula.com.fj/>

Telephone: +679 331 3711

- 2. Tanoa Plaza Hotel** - located at Gordon St, Suva.
(Distance from hotel to meeting venue: 10-15 minutes by car).

Room Rate: FJD\$280.00 – Superior Queen Room
(Inclusive of Breakfast x 1 + Wireless Internet Access)

Reservation Contact: Mere Rakoroi

Email: plazamanager@tanoahotels.com,

Website: www.tanoahotels.com

Telephone: +679 331 2300 **Ext.** 1907 | **Mobile:** 679 999 8566

For other hotels see list further below and feel free to search the web

- QUEST Suva, located in the City CDB, Suva
- Peninsula International Hotel located along McGregor Road about 10mins drive, etc

Please note that rates are all in FJD and may change without notice. Please check with these hotels directly on the latest rates.

International Airports in Fiji

There are two international airports to transfer from/to the Hotel Venue

- 1. The Nausori International Airport (designated SUV)** is located in Suva and within 30 minutes' drive to the venue. There will be direct flights from Sydney, Auckland and few Pacific Islands on Mondays and Fridays – Transfer information from this airport to Suva city center is located below
- 2. Nadi International airport (designated NAD)** is located in Nadi on the other side of the main island and would require a 30 minute domestic flight from Nadi airport to Nausori airport, or alternatively a drive of 3 hours: see transfer information below

Transfer from Nadi International Airport to Hotel

Nadi International Airport is located approximately 192.7KMs away from Suva (3hours by car). [Click here for airport information](#)

If you wish to transfer from Nadi to Suva by air, kindly pre-book for the Domestic connection from Nadi to Nausori (SUV) with your ticket as international connection flights are cheaper. The air connection will take about 25mins, and then a car ride of about 30 mins to your hotel

Alternatively, taxi and bus services are available. The approximate taxi fare from Nadi airport to the Suva city center is FJ\$170 (~US\$90-\$100)

- Airport Taxis are available outside the Arrivals area – Yellow Airport Taxis.
- Rental Car outlets are also available at the Arrivals Area but pre-book to avoid disappointments – check for rental cars and transportation using the airport information link above

The approximate bus fare is FJ\$22 (~US\$15) but takes about 4hours if express service, stopping only at major hotels and centers. Contact these bus services/shuttle for schedule and fare.

(1). Coral Sun Express – Tel: (679) 672 3311 **(2).** Sun Beam – Tel: (679) 338 2122, (679) 931 9404

Transfer from Nausori International Airport to Hotel

Nausori airport is located approximately 20.3KMs from Suva (30 mins by car). Taxi and bus services are available. The approximate taxi fare from the airport to the city centre is FJD\$30/FJD\$35. Airport taxis are clearly marked and available outside the Arrivals area.

Dress Code

Recommended dress code for the above events is Smart Business Casual attire.

December marks the beginning of the rain and humid season for Fiji, that may bring about also tropical storms and bad weather alerts.

Delegates are recommended to bring appropriate jacket for going out in the evenings and during the indoor meeting sessions. Having a handy umbrella is also recommended if staying outside the hotel venue. Also, participants are to be prepared for any climate change issue.

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/>

Insurance

As PITA may not be able to cover any personal emergencies, participants may need to organise for the personal insurance for any medical needs or emergencies

Departure Tax

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

Banks and Currency

The local currency is Fiji Dollars (FJD). Check online for currency exchange rates. International Banks operating in FIJI are Westpac, ANZ, Bred Bank and BSP. Internationally recognized credit cards such as Visa, MasterCard, 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 December is mostly cool and dry, some warm clothing is recommended and an umbrella is suggested if staying in alternate hotels.

Local time in Fiji is UTC/GMT +12 hours.

Insurance

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

About FIJI

Suva is the capital and the second most populated municipality of Fiji and it is on the southeast coast of the island of Viti Levu. For more information about our beautiful destination, visit the Fiji Tourist website: <http://www.fijime.com>

Event Contacts

For Agenda and Program Fred Christopher Manager Tel: +679 3311 638 Email: pita@connect.com.fj	For Logistics Assistance Ms Deborah Albert Assist. Administration and Accounts Tel: +679 3311638 Email: admin.pita@connect.com.fj
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List of other Hotels

1. **Suva Motor Inn** – located at Cnr of Gorrie and Mitchell Street, Suva.
(Distance from hotel to meeting venue: About 20 minutes' drive)

Room Rate Only: FJD\$165.00 – Standard Room; FJD\$200.00 – Deluxe Room
(Breakfast Not Included; Internet: Card can be purchased from the reception).

Reservation Contact: suvmotorinn@connect.com.fj.

Telephone: +679 330 6466, +679 992 1812

Website: https://www.hexagonfiji.com/suva_motor.htm

2. **Elixir Hotel Apartments** – 77 Gordon St, Suva
(Distance from hotel to meeting venue: About 20 minutes' drive)

Room Rate: FJD\$151 a night – Single Rooms
(Breakfast & WIFI Not Included)

Reservation: elixirsuva@connect.com.fj

Website: <http://www.elixirhotelandservicedapartments.site/>

Telephone: +679 330 3288

3. **Southern Cross Hotel** - 63 Gordon St, Suva
(Distance from hotel to meeting venue: About 20 minutes' drive)

Room Rate: FJD\$192.00 a night - Deluxe Room
(Inclusive of Continental Breakfast x 1 + WIFI)

Reservation Email: reservations@southerncross.com.fj,

Website: <http://southerncrosshotel.com-fiji.com/>

Telephone: +679 331 423