



ICAO

“Transforming the Global Aviation Sector: Emissions Reductions from International Aviation”
Project funded by the UNDP and GEF

ICAO “Capacity Building Seminar on Low Emissions Aviation Measures”
23 to 24 May 2018
Fiji, Nadi

GENERAL INFORMATION

1. LOCATION

1.1 The ICAO “Capacity Building Seminar on Low Emissions Aviation Measures” for the ICAO-UNDP-GEF Assistance Project will be held in the Talei Room at the Tanoa International Hotel located at the Votualevu Road, Nadi, Fiji from 23 to 24 May 2018.

1.2 Tanoa International Hotel

Address: Votualevu Road, Nadi
PO Box 9203, Nadi Airport,
Fiji Islands
Phone: +679 672 0277
Fax: +679 672 5327
www.tanoainternational.com



2. REGISTRATION OF PARTICIPANTS

2.1 Early Registration of participants and collection of the name tags will take place at the Tanoa International Hotel between 0800 and 0900 hours on the opening day of the meeting.

3. LANGUAGE AND DOCUMENTATION

3.1 English will be the working language. Kindly note that no documentation in hard copy will be available.

4. HOTEL RESERVATIONS

4.1 The Tanoa International Hotel is the suggested hotel and also the meeting venue. Hotel accommodation will be provided by the organizers at the venue of the meeting for **two participants per**

State¹ for three nights, from 22 to 24 May 2018 inclusive. Participants staying at a different hotel are kindly requested to make their own hotel reservations and cover their own accommodation costs. We kindly ask that participants not staying at the Tanoa International Hotel please forward their hotel information to the following email addresses: undp-gef-project@icao.int and copied to the CAA Coordinator mentioned below. Special rates for the Tanoa International Hotel are the following:

HOTEL		
Address: Votualevu Road, Nadi Tel: +679 672 0277 Location: Nadi, Fiji Website: www.tanoainternational.com		
ROOM TYPE/BED TYPE	SINGLE OCCUPANCY	DOUBLE OCCUPANCY
SINGLE SUPERIOR	USD\$93 Inclusive of Full Breakfast and of all taxes	USD\$110 Inclusive of Full Breakfast for 2 people and of all taxes

5. TRANSPORTATION

5.1 Airport transport is provided to and from the Nadi International Airport. Your drivers Atinesh Raju, Amit Prakash, Prem Chand, Deepak Naidu, Shiraz and Umesh Chand are in charge of your transfers to and from the Nadi International Airport on a 24-hour shift. Their mobile contact is +679 999-8552. Or you may call Ms. Vere Aropio, the hotel Conference Manager on her mobile +679 992-3619.

6. LUNCH AND COFFEE

6.1 Lunch and coffee breaks will be provided to the Seminar participants.

7. OTHER USEFUL INFORMATION

CURRENCY, CREDIT CARDS AND BANKING SERVICES

7.1 The national currency is the Fiji Dollar (FJD). The current rate of exchange for USD is approximately USD 1= FJD 2.03 in banks or exchange agencies. Foreign currency can be changed at banks, foreign currency bureau or hotels. Banks in major centres are open from Monday to Friday from 0900 to 1600 hours.

7.2 All major international cards are generally accepted in hotels, shops and restaurants.

WEATHER AND LOCAL TIME INFORMATION

7.3 In May, the daytime temperature in Nadi ranges from 21 °C to 31 °C, with average humidity of 80% (very humid). Fiji local time is UTC +12. It is fixed across the country.

¹ (Small Island Developing State (SIDS) that are also Member States of ICAO: Cook Islands, Kiribati, Marshall Islands, Micronesia (Federated States of), Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu and Vanuatu)

BUSINESS HOURS

7.4 Regular commercial business hours are from Monday through Friday from 0800 to 1700 hours and Saturday from 0800 to 1400 hours.

TAX AT AIRPORTS

7.5 No additional tax is collected at the airport. The taxes are included in the airfare.

TAXES AND TIPS

7.6 The tax on purchases is included in consumer prices. Tipping is not customarily required.

VISA REQUIREMENTS

7.7 It is highly recommended to check the requirements early, as visa processing times can vary. For further information on entry and exit requirements, please consult the Department of Immigration website <http://www.immigration.gov.fj>.

HEALTH

7.8 Participants must be in good health and have medical insurance or another type of health care plan which covers medical emergencies. Neither the International Civil Aviation Organization nor the Government of Fiji shall be held responsible for medical expenses incurred by seminar participants.

8. CONTACT INFORMATION

8.1 The meeting Focal Points are as follows:

Department of Civil Aviation	Tanoa International Hotel
Mr. Shavil Maharaj Department of Civil Aviation Office of Attorney-General Level 3 Suvavou House Victoria Parade PO BOX 2213 Government Buildings, SUVA Phone: (679) 3309-866, Direct Line: (679) 321-2983 Email: shavil.maharaj@govnet.gov.fj Website: www.ag.gov.fj	Ms. Vere Aropio Conference and Events Manager T: +679 672 0277 ext:1534 M: +679 992 3619 Email: vere.a@tanoahotels.com

8.2 The above listed Focal Points will be glad to assist the participants to the seminar with any advice they may require.