

# INFORMATION NOTE FOR PARTICIPANTS OF THE INFORM REGIONAL PROJECT MEETING

### **Time and Place of Meetings**

1. The Inform Project Regional Meeting will be held at Sheraton Samoa Aggie Grey's Hotel & Bungalows, Apia from 19<sup>th</sup> – 22<sup>nd</sup> August 2019.

### **Travel Arrangements**

- 2. A return economy ticket will be issued to SPREP funded participants at the most economical route in compliance with SPREP Travel Policy. Any changes, amendments or cancellation to travel arrangements that will incur extra costs or loss of revenue to SPREP once the ticket has been issued will be borne by the participant. For more information on travel (for SPREP funded participants only) please contact Sabrina Reupena sabrinar@sprep.org and copy\_paula@sprep.org.
- **3.** Travel insurance for SPREP funded participants is **NOT** provided however, we highly encourage you or your organization to organize for travel insurance in the case that an emergency does arise.

### **Arrival and Airport Transport**

**4.** Public transport is available by TAXI or shuttle services. TAXI fares range from 70-100 SAT depending on the distance of your hotel. Some hotels also provide an airport pick-up service.

#### **Communication and Foreign Exchange**

5. On arrival there is a Bluesky Samoa Booth at the airport which sell sim cards and credit. There is also a Western Union- Number 1 Currency counter and Bank of South Pacific Counter (as well as various ATM's) in the terminal for foreign exchange. It is recommended that you convert some funds before you depart the airport for use up until you receive your DSA.

#### Per-diem Arrangements (SPREP Funded Participants)

6. Per-diems will be provided in accordance with SPREP rates. It is recommended that you carry sufficient funds to cover incidentals and/or accommodation costs for your journey over to Apia until a time that you receive your per-diems.

Your per-diem will cover all your incidental, transport and accommodation costs. Per diems will be given out on the first day of the meeting (Monday 19<sup>th</sup> August 2019) and a breakdown of your pre-diem calculation can be provided upon request. Please provide your boarding passes to collect your per-diem.

Apia DSA rates for Samoa will be approximately USD 110 per day, based on July rates and lunch being provided. This is equivalent to WST 284 per day.

## **Meeting Arrangements & Requirements**

- 7. The workshop will be conducted in English and all working documents, as well as the provisional and final reports of the meetings, will be available in English only.
- 8. It is planned that the registration of participants will start at 8:00am on 19 August 2019 at the registration desk located inside Sheraton Samoa Aggie Grey's Hotel & Bungalows. Participants will receive identification badges at the time of registration, please wear these badges throughout the duration of the meeting for catering and security purposes. For the timetable of each day please refer to the draft agenda which will be available leading up to the meeting.
- **9.** The meeting activities will be conducted online so it is required that you bring your laptops to easily access all the resources and information.
- **10.** Still images and footage will be taken throughout the meeting. If you have any issues regarding this please email <u>sabrinar@sprep.org</u> and copy <u>lagir@sprep.org</u>.
- **11.** Attire for the Regional Meeting is Business Casual.

## **Entry Requirements**

12. A valid passport (and visa if applicable) is necessary for all persons entering Samoa. This link will provide further details → <u>http://www.samoa.org.nz/index.php?page=visa. Most countries can enter Samoa visa free.</u> It is the responsibility of each participant to ensure they have the relevant VISAs to attend the meeting in Apia, Samoa (kindly note this includes any transit VISAs that you may require).

### Coordination

**13.** The Local Coordinators for the Workshop are:

For any queries on the working arrangements please email Paul Anderson at <u>paula@sprep.oprg</u> for assistance.

For any queries on workshop logistics please email <u>sabrinar@sprep.org</u> and copy <u>lagir@sprep.org</u>

## **Banking and Currency**

- **14.** Samoan currency is the Samoa Tala (SAT). All major currencies are generally accepted in main banks and foreign exchange counters.
- **15.** Please note the most common form of payment in Samoa is Samoan tala with only selected vendors able to process card payments and provide foreign exchange services (apart from banks).
- **16.** General banking hours: 9:00 am 3:00 pm week days (Monday Friday. The current exchange rate is roughly USD 1  $\approx$  2.59 Tala, subject to fluctuation. Credit cards are accepted by all major hotels, however rarely accepted at most stores.

## **Electricity and Plug Type**

**17.** The electrical current in Samoa is 220-240 Volts, and the type of plug normally used is shown

below (type Australian AS-3112).



**18.** Please bring an adaptor if your power plugs are different for your own use during the meeting.

### Health and Safety

**19.** Samoa is one of the safest destinations in the world, with a low crime rate, no terrorist activity, and very few diseases. However, we still recommend that you apply the same common sense approach to your health and safety as you would at home, by not leaving valuables unattended, and investing in both travel insurance and a basic travel first aid kit. In the event of an unlikely emergency please call 911.

#### Accommodation

- **20.** Appendix A contains a list of recommended hotels and their rates for our meeting participants.
- 21. Participants are advised to make their own accommodation bookings. When booking, you may be asked for details of your credit card for guarantee (type and No., name, expiry date). If you require assistance please email <u>sabrinar@sprep.org</u> and copy <u>lagir@sprep.org</u>

Appendix A					
Hotel	Accommodation Details		Price (Samoan Tala) per night	CODE	Contact Details
Hotel Elisa	Standandard Room (incl tropical breakfast)	\$	180.00	SPREP RATES	<u>Rina : contact@hotelelisa.ws</u>
	Partial Sea View (incl tropical brkfast	\$	220.00		
	Budget Accomodation (no Breakfast, 1 single bed with fan)	\$	65.00		
	Budget Accomodation (no Breakfast, double bed with fan)	\$	110.00		
Tivoli Aparthotel	Poolside standard room (1 - 2 pax)	\$	180.00	SPREP guests (rate drops by \$10 per night if stay 3 nights or more	Nalei Paul : reservations@tivoliaparthotel.com
Tanoa Tusitala	per room (free wifi)	\$	310.00	SPREP	
Travellers Point Hotel Samoa	Single room (1 queen bed + trop breakfast)	\$	165.00	Inform Project Meeting	Sarona = stay@trjavellerspointhotel.com
	Twin Room (2 queen beds + tropical breakfast))	\$	245.00		
Sheraton Samoa Aggie Grey's Hotel	Single room	\$	365.00	SPREP Inform Meeting	Sanesa.Latu@sheraton.com
Apia Central Hotel	Single room	\$	140.00	Participants of the SPREP Inform Meeting	Pati Siafua = info@apiacentralhotel.com