



# **13<sup>th</sup> PACIFIC ISLANDS ROUND TABLE FOR NATURE CONSERVATION**

## **INFORMATION NOTE for PARTICIPANTS**

## **1. VENUE**

The 13<sup>th</sup> Pacific Islands Round Table for Nature Conservation will be held at the Development Bank of Samoa (DBS) Building Level 6. The DBS is a multi-storey building, located in town in front of the fish market and next to the Savalalo Flea Market.

Signage will be posted around the Conference Venue to direct participants to the meeting rooms. The following meeting rooms will be used by the Working Groups:

- Main Conference Room on Level 6 which will be divided into three or four meeting spaces for smaller Working Groups.
- The Board Room is located next to the Main Conference Room on Level 6.
- The MNRE Conference Room 1 is on Level 5
- The MNRE Conference Room 2 is on Level 3

Please refer to your copy of the RT agenda for more information on room allocation.

## **2. OFFICIAL OPENING**

The Official Opening will start at 8:30am on Monday 5<sup>th</sup> July, 2010. All participants are expected to be seated 10 minutes prior to the actual start.

## **3. ON-LINE REGISTRATION**

On-line registration is now open for participants to register on-line. This will help with the logistical arrangements for the meeting.

## **4. ON-SITE REGISTRATION**

Registration on-site will take place at the venue to reconfirm participants attending the Round Table meeting. RT support staff from SPREP will be present to register participants.

## **5. REGISTRATION FEES**

Participants to the Round Table meeting are requested to pay a registration fee of \$100USD to cover for your lunches, morning and afternoon teas. Fees are to be paid to the RT Secretariat on Monday 5<sup>th</sup> July during registration.

## **6. DOCUMENTS**

RT Meeting documents will be posted on the Official Round Table website <http://www.pbif.org/rt/default.html> Participants are encouraged to bring their own copies of the meeting documents to the meeting.

## **7. GREENING OF THE MEETING**

A paperless meeting is encouraged as one of the key greening activities promoted by the Round Table. Hard copies of meeting documents will be made available on special request only.

## **8. TRANSPORTATION/TRAVEL**

Participants are responsible for their own transport arrangements to the meeting. Taxis are available and the fare to the meeting venue is normally around \$5.00 tala if you are travelling within town. It is best to check with the taxi driver first before proceeding to the meeting venue. Otherwise, ask your hotel to arrange a taxi to take you to the meeting venue.

Airport transfer services are provided by some hotels. Do enquire with the hotel when making hotel reservations. Otherwise, taxis are available at the airport and it is usually around \$60-70 tala from the airport to town.

VISA – Visas will be issued on arrival so do make sure you have a valid return ticket.

## **9. HOTEL ACCOMMODATION**

Participants are responsible for making their own hotel arrangements and reservations, except for the PoWPA country participants and other participants who have requested SPREP to arrange hotel accommodation for them. Please contact Makerita Atiga [makeritaa@sprep.org](mailto:makeritaa@sprep.org) for a list of hotels in Apia and to assist with hotel reservations.

## **10. EXHIBITION/DISPLAY TABLES**

Organizations are invited to bring display materials such as posters, reports and brochures. Organizations wishing to display their knowledge products are asked to contact Makerita Atiga [makeritaa@sprep.org](mailto:makeritaa@sprep.org) for assistance with your displays. Due to limited space, requests for displays will be done on a first-come-first-serve basis.

## **11. SIDE-EVENTS**

Organizations are requested to contact and confirm with the RT Secretariat [etika.rupeni@fspj.org.fj](mailto:etika.rupeni@fspj.org.fj) to register a side event during the RT. Slots are available during lunch and in the evenings for side events. All side events are to be registered by COB Friday 25<sup>th</sup> June 2010. Any late requests after the due date will not be considered, otherwise you make your own arrangements for your side event.

## **12. HOST ORGANIZATION**

The 13<sup>th</sup> RT in Apia will be hosted by SPREP. Please contact the following for any information on the RT – Easter Galuvao [easterg@sprep.org](mailto:easterg@sprep.org) Makerita Atiga [makeritaa@sprep.org](mailto:makeritaa@sprep.org) and Theresa Fruean [theresaf@sprep.org](mailto:theresaf@sprep.org)

The phone number at SPREP is +685 21929

## **13. WIRELESS INTERNET AT THE MEETING VENUE**

Wireless internet will be available at the meeting venue. The prepaid internet cards will be available from the Secretariat Office should you wish to purchase an internet card. This service is provided by the Computer Services Limited (CSL)

#### **14. SECRETARIAT OFFICE**

The RT meeting will be serviced by the RT Team who will be located in the Secretariat Office in the Main Conference Room. You may obtain information on the RT agenda, meeting documents and other relevant information from the staff in the Secretariat Office.

#### **15. BANKING FACILITIES**

There are banking facilities plus money transfer and exchange facilities available should you wish to change your foreign currencies to local currency. You may ask the staff in the Secretariat to provide you with directions to the nearest banks in town. ATM machines are also available in the main banks in town.

#### **16. MORNING/AFTERNOON TEA AND LUNCHES**

Morning tea and lunches will be provided as reflected in the Agenda. Tea facilities will be available throughout the day.

#### **17. WATER DISPENSARIES**

Water coolers will be available in the main conference room throughout the day.

#### **18. SECURITY**

All participants are advised to take care of your own personal items during the meeting. Although Samoa is relatively a safe country, common sense prevails. Neither the RT Secretariat nor the host organization is responsible for any personal items lost during the meeting.

Please note the following important contacts for emergencies:

- Samoa Fire Department – Dial 994
- Samoa Ministry of Police and Prisons –Telephone 22 222
- Samoa National Disaster Office – Contact 20855 or 20856
- National Health Services – Contact telephone 21212

#### **19. ADDITIONAL INFORMATION ON SAMOA**

For more information on Samoa, visit the Samoa Tourism Authority website <http://www.samoa.travel/>