Annex 1: Information and Logistics Note

1. Travel

The Secretariat will arrange for an economy return ticket for each participant via the most direct and economic route through the approved SPREP travel agent. The Secretariat will be in contact shortly after receiving the confirmed participants to organize travel. Key things for you the nominated representative to prepare for in advance include biodata page of your passport and any visa requirements for Fiji (if any).

2. Accommodation

The training will be held at Tanoa International Hotel and all participants are strongly encouraged to book at Tanoa International Hotel to reduce unnecessary travel and or delays in getting into the training. Please be informed that the Secretariat is not responsible for making your hotel room reservation.

3. Daily Subsistence Allowance

All participants will be given a DSA based on SPREP's DSA daily rate for Nadi Fiji. The DSA will be issued at the Venue of the Training on Monday 28th May 2018 at 8:00am following the completion of registration. The DSA is to pay for your accommodation, meals and any other incidental costs.

4. Field/Site Visit

A field visit will be conducted as part of this training, for safety reasons, please bring the following with you:

- Comfortable closed shoes preferably outdoor running shoes
- Long pants'
- Water bottle;
- Umbrella (small) if possible;
- Repellent

5. Weather/Climate

The weather in Fiji is generally fine at this time of the year but expect rain at any time although the Wet/Cyclone Season ends in April.

6. Transportation

Tanoa International Hotel has a free shuttle to and from the airport so if you are book to stay at Tanoa International, then look out for their shuttle with the name of the hotel written on it. Other hotels also provide this service but you have to check with them if you decide to stay in another hotel. Taxis are also available just outside of the airport arrival terminal. Transportation to and from venue of the training can be through public transport (buses and taxis). A taxi can be arranged with the hotel reception.

7. **Contacts for more information:** Foinijancey Fesolai, foinijanceyf@sprep.org; Filomena Nelson, filomenan@sprep.org