

**PACIFIC BIOMEDICAL ENGINEERING NETWORK MEETING**  
**8<sup>th</sup> – 12<sup>th</sup> April 2024**  
**Tanoa International Hotel, Nadi Fiji**  
**Ph: 679 6720277**

**INFORMATION SHEET**



The Tanoa International Hotel in Nadi, Fiji is the venue for the **PBEN meeting, 8<sup>th</sup> -12<sup>th</sup> April 2024**. The meeting will be held in the **Tanoa meeting room, please enquire at the Hotel concierge for directions**. Participants will be accommodated at the **Tanoa International Hotel and Trans International Hotel**.

**1. TRAVEL FROM THE AIRPORT TO HOTEL**

The hotel is located at Votualevu, which is about 3.5km from Nadi International airport. There is a shuttle service provided by the hotel to transfer participants from the airport to the hotel however if you're not able to locate the Hotel shuttle please use airport taxis to travel to the hotel. Taxi fares on average from Nadi International airport to the Tanoa International Hotel is approximately FJD\$10.00 but should not be more than \$20.00.

For those accommodated at the Trans International Hotel, the Tanoa shuttle will also transport you to your hotel.

On your return international flights please ensure you check-in at least 3 hours prior to departure as immigration and security clearance can be a delayed process. For domestic flights please ensure to check in 90 minutes before departure.

## **2. ACCOMMODATION & MEALS**

Breakfast is served at the Restaurant from 6 am to 10.00 am and included in your accommodation package. Morning/Afternoon Tea and Lunch will be provided on the meeting days. Please let us know if you have any food allergies or a medical condition that may need attending to.

**Check in Time: 2.00pm and check out Time: 11.00am.** It is essential that all meeting participants check out from their rooms by 11.00 am on the day of departure.

**PLEASE SETTLE YOUR INCIDENTAL EXPENSES CHARGED TO YOUR OWN ROOM PRIOR TO DEPARTURE.** You may find it useful to request a preview and /or payment of your bill the day before check-out.

**Participants staying at Trans International Hotel, will receive daily transportation to the meeting venue and breakfast at the Tanoa International Hot**

## **3. BANKING**

The hotel has Westpac ATM and if you need currency exchange, please enquire at the hotel reception desk.

## **4. INTERNET SERVICES**

The hotel provides complimentary internet in your rooms or in any other area in the hotel. Login details will be given by the Hotel during check in. Internet will **ALSO** be provided in the meeting room and available during breaks and after the meeting (at the meeting room).

## **5. PER DIEM**

All participants from PICT's are entitled to a daily per diem to cover dinner and incidental expenses. Your accommodation is covered by SPC and also lunch for the meeting days only. The per diem balance will be paid in FJD and can be collected from the secretariat desk on the first day of the meeting (Monday 8<sup>th</sup> April) **upon submission of boarding passes (please do not throw away your boarding passes).**

## **6. VISA REQUIREMENTS/PASSPORT VALIDITY**

Participants are responsible to ensure you have a valid visa for Fiji and transit countries. **PASSPORT VALIDITY SHOULD NOT BE LESS THAN 6 MONTHS FROM THE DATE**

OF SCHEDULED ENTRY INTO FIJI.

## **7. LOSS OF LUGGAGE & SECURITY MEASURES**

Where possible please enquire at the airline check in at the commencement of your journey if your luggage can be checked through to your final destination. In the event your luggage does not arrive with you, it is very important that you report this to the airline staff BEFORE clearing Customs. You should obtain a Property Irregularity Report from the airline desk BEFORE leaving the airport and submit it to the Secretariat. Please ensure you follow the safety rules on liquids to prevent delays at security checks. Carry a change of clothes and any medicines (100ml or less per pkt/etc., as per airport policy) in your hand luggage. Do not pack valuable items in your luggage. In the event of loss, their value may exceed the maximum covered by insurance and proof of purchase will be required to process any claim.

## **8. CLIMATE AND CLOTHING**

The temperature in Nadi can range from 26°C - 33°C. Rainy weather is experienced intermittently so it is convenient to have an umbrella on hand when venturing out. The hotel meeting rooms are air-conditioned, and you are advised to bring cardigan/shawl or jacket.

## **9. CONTACT PERSONS**

For logistic queries and/or assistance, please contact:

<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
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