

Fifth Pacific Forum on Sustainable Development (PFSD) & Capacity Building Workshop for Pacific SIDS

25-26 November 2021

Shangri-la Fijian Resort, Coral Coast, Fiji

Hybrid Meeting Format (Set Location & Virtual)

Information Note for Participants

Venue

The meeting venue is the Shangri-la Fijian Resort, Coral Coast, Fiji.

Virtual Participation

Virtual participation will be available through Zoom and connection details will be shared with all registered delegates by Friday 19 November 2021. The connection of virtual participants will be open one hour prior each day.

Meeting Schedule

Thursday 25 November 2021

09:00 – 16:30hrs - Opening, Sessions 1, 2, 3 and 4

Friday 26 November 2021

09:00 – 16:30hrs - Sessions 5, 6 and 7

For details, please refer to the updated agenda.

Morning tea, lunch and afternoon tea will be provided at the Shangri-la Fijian Resort.

Meeting Documents

Meeting documents including presentations will be uploaded to the meeting web page:

<https://www.unescap.org/events/2021/fifth-pacific-forum-sustainable-development-pfsd-2021>

Hotel Accommodation @ Shangri-la Fijian Resort

Room	Rate	Notes
Single/Double Yanuca Lagoon Deluxe Room	F\$185	Rate per room per night, includes: full buffet breakfast for up to 2 adults and 2 children under 12yrs; complimentary in-room wired internet and wi-fi access; rates applicable for 2 days pre and post stay, subject to room availability. Check in: 3.00pm Check out: 12.00noon

ESCAP is handling hotel bookings and will be pleased to support your reservations using the group discount and block booking arrangements in place. Please email escap-pacific@un.org or momoivalu@un.org with arrival and departure dates.

All delegates are responsible for incidental expenses (telephone calls, laundry service, etc) and kindly requested to ensure that all expenses are settled prior to check out.

Travel, Daily Subsistence Allowance (DSA) & Accommodation (for funded delegates)

ESCAP will be in touch with funded delegates regarding travel and daily subsistence allowances arrangements. Accommodation for funded delegates will be booked at the Shangri-la Fijian Resort (to arrive 24 November; depart 27 November 2021) and DSA will be paid to delegates on the first day of the meeting.

Registration

Meeting badges will be available at the registration table from 8.00 – 8.30am on Thursday, 25 November. Pre-event registration is required using <https://forms.office.com/r/xzaCGhxWny>.

COVID-19 Protocols

Please note that the Resort is only accepting **fully vaccinated** guests. All in-person delegates are kindly requested to please have your vaccination card/certificate with you for check-in.

Seating arrangements in the meeting room will strictly follow COVID-19 protocols. The wearing of masks will be strictly followed. During the meeting proceedings, presenters / speakers will be allowed to remove masks, if they wish.

Meeting Attire

Meeting attire is island/ 'Bula' wear.

Internet

Wi-Fi access will be available in the conference room on meeting days.

Other financial and administrative arrangements

Participants are required to provide their own health insurance.

The workshop organisers will not assume responsibility for any other expenditures, including the following:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the meeting;
- (iii) Costs incurred by participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- (iv) Compensation in the event of death or disability of participants in connection with attending the meeting;
- (v) Any loss of or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the meeting.

Focal Points

Should you have any other queries regarding the meeting, please do not hesitate to contact the following:

Ms Rosa Minju Kim
UN ESCAP Pacific Office, Suva
minju.kim@un.org

and

Ms Patricia Momoivalu
UN ESCAP Pacific Office, Suva
momoivalu@un.org

Thank you and we look forward to your participation on 25-26 November!