

DATA ANALYSIS AND REPORT WRITING (DA&RW) WORKSHOP

Strengthening the capacity of countries in the analysis of administrative data generated from civil registration systems.

Nadi, Fiji Islands, 21st to 31st May 2018

GENERAL INFORMATION NOTE

<p>Workshop venue</p>	<p>The Meeting will be held at the Novotel in Nadi at the Orchid room 2 :</p> <p style="text-align: center;">Novotel Nadi PO Box 11133 Nadi Airport Fiji Islands Telephone: (679) 672 200</p>
<p>Accommodation Facilitators and Self-funded participants</p>	<p>We have made a pre-booking for 7 rooms for UNESCAP funded participants, facilitators or self-funded participants attending this workshop. Please contact Ms. Swastika Raj, Conference sales supervisor at the Novotel (swastika@novotelnadi.com.fj) to book your room and airport pick up directly.</p> <p>When booking please add reference: <u>CRVS Workshop</u> to enjoy SPC negotiated room rate (standard and superior)</p> <p>Booking must be processed as soon as possible but before the 30.04.2018.</p>
<p>Airport transfers</p>	<p>Novotel Nadi provides complimentary courtesy shuttle to/from Nadi International airport for all participants staying at Novotel Nadi and operates from 6am to 10pm. Pick-up request outside these hours must be notified prior.</p> <p>Once the participants arrive in the arrival terminal, please enquire at the AFL help desk for Novotel shuttle.</p>
<p>Visa and entry requirements</p>	<p>Travel to Fiji requires that travellers have their passports valid for up to 6 months past intended stay.</p> <p>Participants are responsible to apply for any transit visa en route as required. SPC can facilitate and assist them in the process.</p>

Internet at the hotel	<p>Internet Access will be available to participants at the Orchid meeting room 2 during the breaks hours or at the business center at FJ\$ 6.40 for 30 minutes at your own cost.</p> <p>All accommodation rooms have broad banded Internet connection.</p> <p>Charges for internet connection in the rooms are FJ\$ 0.60 per minute up to FJ\$ 14.00 for 12 hours from when you connect. FJ\$ 0.30 per MB if you use over 20MB within 2 hours.</p>
Breaks and Lunches	<p>SPC will provide daily morning & afternoon teas during the 9 meeting days.</p>
Registration	<p>SPC will be responsible for registering participants on the opening day, 21st May, 2018 from 08:30 am to 09:00 a.m. and for giving general assistance thereafter for the duration of the meeting.</p>
Dress Attire	<p>Dress attire will be informal during all sessions. Warm clothing is suggested due to weather and air-conditioning.</p>
Smoking	<p>Smoking is allowed only in non-enclosed areas of the Novotel Nadi and other areas approved by the hotel.</p>
Telephone	<p>The Novotel switchboard number: (679) 672 20 00.</p> <p>Telephone calls from hotel rooms are the responsibility of meeting participants; rates are included in information packs provided by the hotel. To get an overseas telephone line from hotel rooms: dial 9, 00, wait for a tone and then dial the country and area codes and the telephone number. Please check the hotel rates for international and local phone calls.</p>
Insurance	<p>SPC nor UNESCAP does not provide insurance cover for meeting participants or their belongings, and meeting participants are expected to make their own arrangements for accident, illness and luggage insurance.</p>
Medical and dental attention	<p>The hotel has a doctor on call 24 hours, please refer to the Novotel Nadi Hotel reception.</p> <p>The pharmacy located in Nadi town (less than 15 minutes' drive from the hotel), has opening hours from 08.00 am until 05.00 pm Monday-Friday and from 08.00 am to 12 noon on Saturday.</p>
Currency	<p>Participants are advised that the currency used in Fiji is the Fijian dollar.</p> <p>Generally, cash is used for every day purchases. Most major international credit cards are widely accepted at the larger retail establishments. Cashing of travelers' checks and foreign currency exchange can be carried out at most hotels, banks, and foreign currency exchange services for most major international currencies. Automatic Teller Machines (ATM) are also widely available.</p>

Time	Greenwich Mean Time +12 hours.
Power Supply	The Fiji power supply operates at 220 volts.
Transport	There is frequent bus and taxi service available in Nadi. Metered taxi fares are relatively inexpensive: FJ\$ 15.00 – FJ\$ 20.00 between Novotel and Nadi Town. A slightly higher rate applies for evening runs. Drive-yourself cars may also be arranged – information brochures available from Hotel reception.
Weather	For Nadi /Fiji forecast please check it out at http://www.timeanddate.com/weather/fiji/nadi/ext or at http://www.met.gov.fj/

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