

Invitation to the Technical Workshop on International Merchandise Trade Statistics: *Focusing on goods traded under the preferential trade agreements*

26 February to 3 March 2018
Pacific Islands Forum Secretariat, Suva

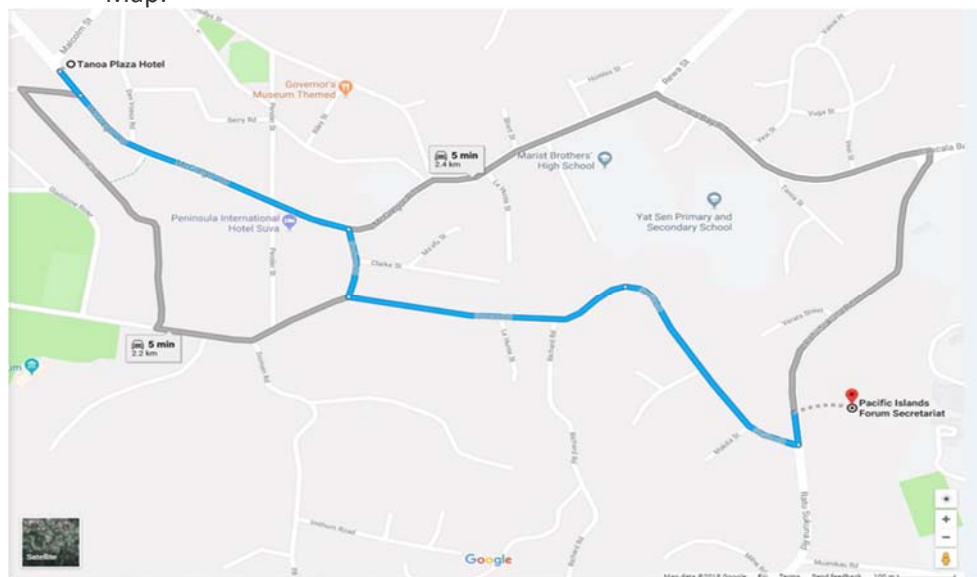
GENERAL INFORMATION FOR PARTICIPANTS

Location Address: Ratu Sukuna Rd, Suva, Fiji
Phone: +679 331 2600

Direction to the PIFS Main Conference Centre from Suva – City Centre

- Head west on Goodenough St towards US Embassy Backroad
- Turn left onto US Embassy Backroad
- Turn left onto Thurston Street
- Turn right onto McGregor Road
- Turn right onto Denison Road
- Turn left onto Duncan Road
- Turn left onto Ratu Sukuna Road
- **Pacific Islands Forum Secretariat**

Map:



Dress Code Business casual/Bula

Workshop documents/presentations, laptop and data Participants should bring their laptops loaded with both MS Excel and MS Word on which to work during the period (i.e. tablets and “notebook” are not suitable).
Please bring your commodity-level monthly trade data for the most recent calendar year. If you can bring more data, that will be good.

SPC Headquarters: Noumea, New Caledonia. Regional offices : Suva, Fiji Islands, and Pohnpei, Federated States of Micronesia.
Country office: Honiara, Solomon Islands.
For contact details – Website: www.spc.int Email: spc@spc.int

Siège de la CPS : Nouméa (Nouvelle-Calédonie). Antennes régionales : Suva (Îles Fidji) et Pohnpei (États fédérés de Micronésie). Bureau national de coordination : Honiara (Îles Salomon).
Site Web : www.spc.int Courriel : spc@spc.int

The focus is to have a paperless workshop. The workshop announcement can be downloaded from <http://sdd.spc.int/en/events-activities>. All other documents can be downloaded from <http://sdd.spc.int/en/events-activities/economic-workshop>

Breaks & Lunches	Daily lunches, morning & afternoon teas during the workshop will be provided.
Smoking	Smoking is allowed only in areas approved.
Insurance	The Secretariat does not insure participants while at the meeting or during travel to or from the meeting, and will not be responsible for any expenses arising out of sickness, injury, other disability or loss of life.
Airport transfers	Taxis are available at the Nausori (Suva) airport. The fare is approximate 30 FJ\$ one way.
Taxis	It is appropriate and relatively easy to flag down a taxi.
Internet/E-mail	Please note that Wifi connection is available free of charge at the venue. SIM cards from Vodaphone and Digicel can be bought at the Nadi and Nausori airports as also from their outlets around the city.
Faxes	Fax facilities are available. The charges for outgoing faxes will be the responsibility of the participants incurring them. Incoming faxes will be delivered to participants.
Telephone	Telephone card in the amount of F\$10.00, F\$20.00 and F\$ 50.00 can be obtained from outlets around Suva. Also check your hotel reception for it.
Encashment of cheques, foreign exchange	Travellers' cheques can be cashed at the Nadi and Nausori airports and at banks and foreign exchange outlets around the city. Banking hours are from 09.00 am to 03.00 pm Monday to Thursday, and from 09.00 am to 04.00 pm on Friday). Automatic Teller Machines (ATM's) are also widely available in Suva.
Medical and dental attention	For medical services during the conference hours, please seek assistance from the meeting Secretariat. Outside those hours, please refer to Hotel reception.
Power Supply	The Fiji power supply operates at 240 volts. Fiji uses plugs type I, same as in NZ and AU. Participants are responsible for bringing appropriate adapters.
Weather	The temperature is relatively warm and humid at about 28-30 °C.