



REGIONAL CONSULTATION ON STRENGTHENING AGRICULTURE & FORESTRY RESEARCH & EXTENSION LINKAGES FOR SUSTAINABLE FOOD SECURITY & TRADE

24 – 28, AUGUST, 2015. APIA, SAMOA.

Information Note

The purpose of this note is to provide participants with important information and logistical arrangements for the Research and Extension Consultation Workshop in Apia, Samoa.

MEETING CONTACTS

For detailed information regarding flights, accommodations, airport transfers, meeting venues and other logistics in Samoa, please contact the meeting secretariat provided below.

Meeting Contents	Gibson Susumu (gibsons@spc.int); Mob: 7596837; OR Tilafono David Hunter (tilafono@srosmanagement.org.ws) OR Misa Konelio' (Misa.Konelio@maf.gov.ws) OR Valerie S Tuia (valeriet@spc.int); Mob: +685 725 5949
Logistics and Secretariat	Ms Romika Dayal (romikad@spc.int) OR Ms. Emele Ainuu (emele.ainuu@maf.gov.ws)-Phone: 7503848; OR Samuel Ieremia (samuel.ieremia@srosmanagement.org.ws)
Media Contacts	Ms. Anju Mangal (anjum@spc.int)
Hotels	<ul style="list-style-type: none"> Hotel Millennia: Email: info@hotelmillenasamoa.com OR Phone (685) 28284/28286 Hotel Elisa: Email: contact@hotelelisa.ws OR Phone: +685-21116 Hotel Elisa: Email: contact@hotelelisa.ws OR Phone: +685-21116 Apia Central Hotel: Email: ahkams@lesamoa.net OR Phone: +685 20782
Emergency	Police: Dial 995 Medical: Dial 996

MEETING VENUE

The Official Opening and Day 1 Sessions will take place at the Ministry of Women's Affairs Conference Hall located a few minutes walking distance from Hotel Millennia and Hotel Elisa (see Map below) and Apia Central Hotel. The rest of the events (Tuesday - Friday) will be held at Millennia Hotel. Specific information on venues for the parallel events are described below and can also be viewed on the meeting event page (<http://www.spc.int/pafpnet/newsroom/events/strengthening-agriculture-and-forestry-research-and-extension-linkages-for-sustainable-food-security-and-trade/agenda-and-info>). Participants are encouraged to take time to check regularly and explore the event page for further information on logistics and meeting arrangements and contents.

REGISTRATION

All participants will be required to register for the meeting each day. Registration desk will be provided at the meeting venues.

LANGUAGE

The meeting will be conducted in English.

PERDIEM

Participants will be provided with an allowance at SPC rates to cover food and accommodation for the nights spent in transit to and from Apia, Samoa on the basis of the travel itinerary provided by the Secretariat. An allowance at SPC rates to cover dinner and other incidentals in Apia, Samoa will be provided to participants. Perdiems will be distributed by

Romika Dayal on your first day at the workshop. All sponsored participants will need to present boarding passes before collecting per diems.

TRAVEL ARRANGEMENTS

Flights

The Secretariat is only able to provide funding for invited participants from the 15 Pacific ACP Countries and selected resource people around the region. Participants are requested to note that any participant wishing to make alternative flight bookings or air-ticket upgrading will be at their own cost. Also, participants should make their own arrangement for accommodation and airport transfer on transit to and from Apia, Samoa. All participants are expected to arrive into Samoa from 21 – 23 August 2015. Participants need to notify the Secretariat of any late or flight cancellations as early as possible.

Airport/Hotel Transfers

The Host Government and Hotels will provide shuttle transportation for all participants from and to Fale'olo International Airport. Upon arrival, the organisers will direct you to your designated hotel accommodation.

ACCOMMODATIONS

The Secretariat will be responsible for reservation and payment of hotel rooms for sponsored participants. Accommodation on single basis at designated hotels and paid directly to the hotels by the Secretariat. No payment will be made to participants who decide to stay elsewhere. Participants will be accommodated at: Hotel Millennia Samoa (<http://www.hotelmillenasamoa.com/>), and Hotel Elisa Apia (<http://www.hotelelisa.ws/>) and Apia Central Hotel ahkams@lesamoa.net, both ideally located within a few minutes' walk of Apia and 5 minutes by taxi to the venue. They offer luxurious and spacious rooms, swimming pool and magnificent views of Apia harbour or the mountain ranges. Both hotels have restaurants and within walking distance to other eateries in Apia, Samoa.

Other Hotels

Non-sponsored participants are asked to make their own hotel bookings at any of these hotels or other hotels of their choice at: http://www.tripadvisor.com.au/Hotels-g312868-Apia_Upolu-Hotels.html. Those needing assistance with hotel bookings should notify the above contacts as early as possible.

MEALS

Your accommodation includes breakfast. The Secretariat will also provide morning tea/snacks, lunch and afternoon tea throughout the meeting days and a few dinner side events. Participants will make their own arrangements for other meals not covered by the secretariat. All the three hotels (Millennia, Elisa and Apia Central) have restaurants. Participants will also have the choice of exploring other Samoan cuisine in other eateries available within walking distance from your hotels.

PAYMENT OF ACCOUNTS

Participants are personally responsible for settling their accounts for all other personal costs not covered by SPC (such as meals, phone calls, bar, internet etc.) upon check out from your Hotel.

VISA REQUIREMENTS

Participants should ascertain with their travel agents the requirements for a visa to enter Samoa including those required for transit travel. For most Pacific Islands, Visa is issued upon arrival into Fale'olo International Airport.

HEALTH INSURANCE

Participants are requested to note that SPC does not insure participants whilst attending and travelling to and from the consultation workshop, and will not be responsible for any expenses arising out of sickness, injury, other disability, or loss of life.

CURRENCY

The Local Currency for Samoa is the Samoan Tala (ST) with current conversion rate of approximately 1USD = 2.30 ST.

MEETING DETAILS

Meeting details will be regularly communicated to participants and also posted on event page. Participants are encouraged to take time visit the event page for updates and other detail meeting arrangements (<http://www.spc.int/pafpnet/newsroom/events/strengthening-agriculture-and-forestry-research-and-extension-linkages-for-sustainable-food-security-and-trade/agenda-and-info>).

Joint Sessions

Monday involves joint sessions which will take place at the Ministry of Women's Conference Hall while Friday Joint Sessions will be held at the Hotel Millennia.

Parallel Sessions

The proposed arrangement involve two thematic sessions happening concurrently in two separate rooms. Participants will have the option of choosing which session of interest to attend. See event page for the detail information about these parallel events.

Information Markets

Information booths will be also set up during the meeting. Participants are encouraged to take time to visit these displays. Participants are also invited to bring whatever information they wish to also display during the event.

Side Events

There will be dinner side events on Tuesday and Wednesday. See details on meeting page.

Field trip

A whole day field trip is being organised on Thursday. Participants are requested to do early registration for the field to help the Secretariat coordinate the field trip preparations. Participants are also requested to bring sunhats, raincoats or umbrella and repellent for protection against mosquitoes.

OTHER BUT IMPORTANT INFORMATION

Water

Participants are recommended to drink bottled water.

Electricity

The electricity Voltage in Samoa is 220-240 Volts.

Weather Conditions

Samoa's climate is tropical all year round with two distinct seasons. The dry season runs from May to October while the wet season is from November to April. The average daily temperature is 28 degrees Celsius and the ocean temperature is in the low 20's. Light summer clothing is appropriate all year round although a light sweater may be needed for the cooler evenings. For further information on Samoa's Weather and Forecasts, participants can visit: (<http://www.mnre.gov.ws/index.php/divisions/meteorology/weather-forecast>).

Tourists Attractions around Samoa

Participants who wish to take time to explore Samoa can find a lot of tourist attractions at:

<http://www.tripadvisor.com.au/Attractions-g294137-Activities-Samoa.html>

MAP OF APIA

