



ADMINISTRATIVE DETAILS

The Fiji Ministry of Home Affairs and Immigration, the Ministry of Environment and Climate Change, and the U.S. Indo-Pacific Command (USINDOPACOM) look forward to hosting you at the 2024 Indo-Pacific Environmental Security Forum (IPESF) in Natadola, Fiji, **6-9 August 2024**, at the InterContinental Fiji. The speaker, facilitator, and moderator training is on Monday, 5 August at 2 p.m. Speakers, facilitators, and moderators should arrive in time to attend. If you are unable to attend please inform Ms. Hannah Thompson at Hannah.thompson@telluscivicscience.com and Lt Col Marcy Whitfield at marcella.whitfield@us.af.mil.

Basic logistical information follows to help you prepare for your trip. We hope you find what you need here, but if not, please contact us so we can assist! Phone/WhatsApp: +1 415-314-5530 or Email: Hannah.thompson@telluscivicscience.com.

1. ONLINE REGISTRATION

Register online for the IPESF via Whova: https://whova.com/portal/registration/iesf_202404/ Please complete the online form. You will receive an automated e-mail with an IPESF ticket and registration confirmation.

2. IPESF VENUE, LODGING, and DAILY TRANSPORTATION:

The 2024 IPESF is at the InterContinental Fiji with accommodations provided at the following hotels. We will notify you of your lodging on or before 27 July.

1. InterContinental Fiji Golf Resort & Spa
Maro Road, Natadola Bay
Viti Levu, Republic of Fiji
Phone: +61 2 9935 8371
Website: <https://www.fiji.intercontinental.com/about>
2. Shangri La Yanuca Island Resort
Yanuca Island Coral Coast
Viti Levu, Fiji
Phone: +679 652 0155
Website: <https://www.shangri-la.com/yanucaisland/fijianresort/>

For more detailed information please visit their websites.

The Forum will be in the Natadola Ballroom and Water Court Rooms, located close to the lobby and concierge desks.

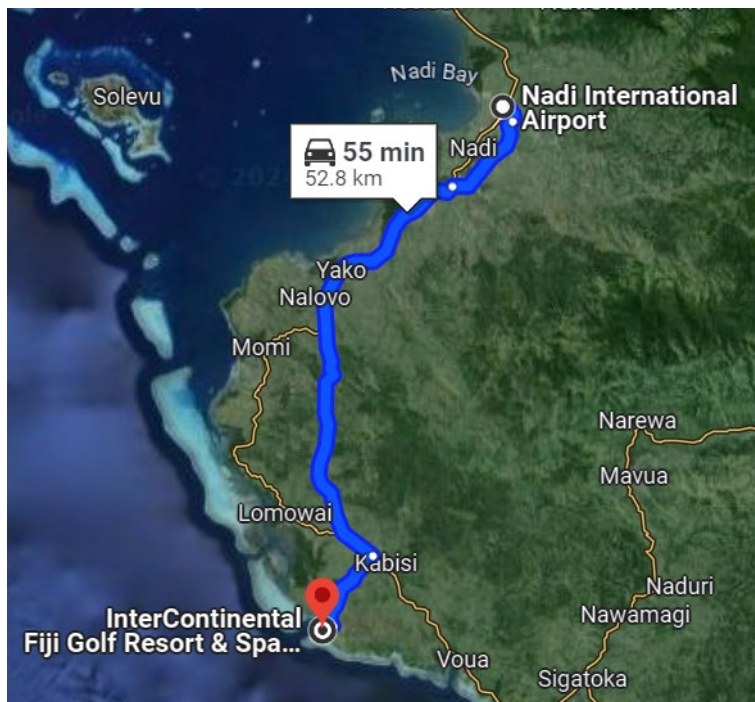
For foreign partner participants, USINDOPACOM has contracted Tellus Civic Science Corporation to book your hotel rooms directly through a rooming list based on your arrival and departure date and time. For individuals who are funding their own travel, please contact Tellus



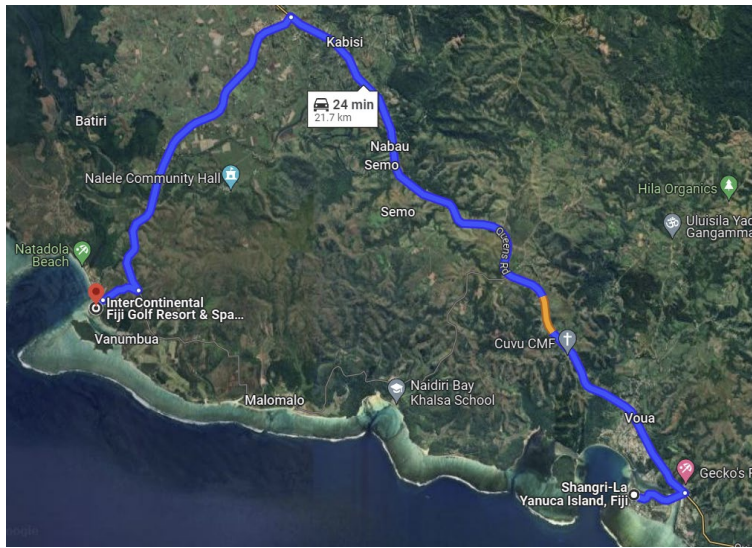
Civic Science, Hannah.thompson@telluscivicscience.com, to get on the rooming list and payment will be settled with you directly.

SETTLING HOTEL ACCOUNTS: The U.S. and Fiji will not cover any incidental costs charged to your room. Each participant is responsible for all bills, including in-room telephone calls, minibar, laundry, and room service. The hotel requires a \$250 FJD deposit per day with credit card or cash. All charges must be settled by each participant prior to departure. Both hotels accept all major credit cards. 50% of your M&IE per diem will be directly transferred into your bank account by 3 August. The remaining balance of your per diem and estimated reimbursable expenses will be provided on a reloadable Visa Debit Card.

The event hotel is 53 km away from the airport; approximately a 55-minute drive.



The Shangri-La Yanuca Island Resort is 22 km from the InterContinental; about a 24-minute drive. We will provide shuttle transport from the Shangri-La to the InterContinental every morning and back in the afternoon all four days and for the speaker/facilitator/moderator training session held at 2 p.m. August 5th.



3. CONFERENCE FEE:

There is no fee to attend the conference.

4. TRAVEL and VISAS:

In preparation to travel to Fiji for the IPESF, you must send a copy of your passport and travel itineraries to the IPESF event travel coordinators (hannah.thompson@telluscivicscience.com and eric.j.hopkins.ctr@us.navy.mil) **at least 3 weeks prior to your departure**. All **passports must be valid for six months from your expected date of departure from Fiji**. The Suva Embassy must provide all your information to Fiji immigration, and the IPESF event coordinators need to provide your information to the hotels, so it is imperative that you send a copy of your passport and travel itineraries as soon as possible.

Many countries are exempt from needing a visa. If you are traveling from a country that does not require a visa for entry, you will be issued a visitor's permit upon arrival. You can double-check your country's visa requirements for entry into Fiji here: <https://immigration.gov.fj/visa-exempted-countries/>.

Upon arrival, there will be forms for you to fill out for your visitor's permit for immigration officials.

If you need a Fiji visa, please contact Ms. Adrienne Taylor and Ms. Hannah Thompson: adrienne.taylor@telluscivicscience.com and Hannah.thompson@telluscivicscience.com and they will coordinate with you directly, alongside the Ministry of Home Affairs and Immigration.

5. COVID-19 REQUIREMENTS:

- Visitors to Fiji are no longer required to produce a COVID-19 vaccination certificate at the Fiji airport or any seaport.



- Visitors who test positive for COVID-19 while in Fiji should isolate for seven days in a private hospital, or the hotel.

Wearing a mask is optional.

NOTE: Be sure to check your own country and airline requirements around COVID-19 testing and foreign travel.

6. CLIMATE:

July and August have cool, dry weather in Fiji, with average temperatures ranging from 19°C (66°F) at night to 26°C (79°F) during the day. The humidity is lower than normal with little rain.

7. DRESS CODE:

The Ministry of Home Affairs and Immigration encourage all IPESF participants to wear civilian clothes. No military uniforms are required. The dress code for the first day is business. For days 2-4 the dress code is island wear.

There will be an informal icebreaker on Tuesday, August 6th, and the dress code is casual for all attendees (shirts, pants, and closed toe shoes for men).

On Day 3 of the Forum, there will be site visits. For the site visits, your apparel may get dirty and wet so please bring the appropriate clothing. Please also bring discreet swim attire. One site visit option includes coral planting and snorkeling. Two of the site visits will be at Fijian Villages. Please note the following information about what is proper attire while visiting the villages.

- No hats or sunglasses can be worn within the village boundary.
- Females are requested to wear long skirts/ sarong/ long dresses in all the villages. No pants. You are welcome to wear pants and then wrap a sarong over your pants while within the village boundary if you choose.
- No sleeveless tops/ dresses in the village
- Outdoor closed toe shoes are required. For the coral reef planting it is suggested to bring water shoes.
- Men can wear shorts or pants, but shorts need to be knee length. Men can also wear a sarong.

On Day 4 of the Forum, Fiji is hosting a Farewell dinner at Cuvu Village. Please refer to the bulleted list above regarding appropriate attire while visiting Fijian villages.



8. AIRPORT PROCEDURES:

A) Arrival



Step 1: Please disembark the aircraft and follow signs to Passport Control.

Step 2: At Passport Control there will be a separate line for IPESF attendees to go through to expedite your time within immigration. A representative from Fiji Immigration will be awaiting your arrival and will guide you to the Express Lane. In the passport control hall, please look to your immediate left for a sign indicating Express Lane and “2024 IPESF”.

Step 3: Proceed to the Baggage Claim area to collect your luggage.

Step 4: Proceed through the customs inspection with your baggage.

Step 5: Transport from the airport to the hotel – USINDOPACOM has arranged shuttles for participants arriving on 4 and 5 August from the airport to their respective hotels. The transportation service provider is Rosie Holidays, <https://rosiefiji.com/>. If you are arriving on 4 or 5 August, you will be greeted by Rosie Holidays after Customs with a sign for “2024 IPESF.” You will find the shuttles by walking straight ahead having departed the baggage claim area.

If you are not arriving on 4 or 5 August, please contact Hannah Thompson, Hannah.thompson@telluscivicscience.com, to help coordinate travel transportation to your hotel.

Step 6: Upon hotel arrival; check in with hotel staff. A member of the USINDOPACOM Event Execution Team will also be in the lobby waiting to greet and assist you.

B) Departure

USINDOPACOM has arranged shuttles departing the evening of 9 August and several times on 10 August. Shuttles are scheduled to leave a minimum of 4 hours before your flight departure time. If you are not departing the evening of 9 or 10 August, please contact Hannah Thompson, Hannah.thompson@telluscivicscience.com, for arrangements to Nadi International Airport.



At the airport, passengers will go to their airline counter to receive their boarding pass and check luggage, go through passport control and security, proceed to the gate, and await boarding. Online check-in is available, but you will still need to get a physical boarding pass at the airline counter.

9. ELECTRICAL CONNECTIONS: In Fiji the electrical plugs have two long, oblique blades forming an upside-down V-shape, and are generally used in Pacific Island countries like Fiji and New Zealand. If you are traveling to Fiji from a country with a different type of outlet, you will need to use a travel adapter for your electronic devices. The hotels have very limited supplies.



10. REGISTRATION TABLE: On the afternoon of **5 August between 1700 - 1800**, participants should confirm their registration by visiting the IPESF registration table outside of the Natadola Ballroom. Participants will receive a nametag and the USINDOPACOM Event Execution Team can assist with setting up the Whova App. Please wear your nametag while attending all IPESF activities. Registration will also be **open 6 August between 0730 – 0820**.

11. EVENT DOCUMENTS and PLATFORM: USINDOPACOM and the Planning Team try to make the IPESF as sustainable as possible, and it is primarily paper-free. As such, we strongly encourage all participants to download a copy of the latest event booklet, agenda, and support documentation from www.ipesp.org with free Wi-Fi at the event space. Event documents are updated in real time and uploaded to the Whova Event Platform. Leading up to the event, please download the Whova App: <https://apps.apple.com/us/app/whova-event-conference-app/id716979741> (for Apple users) or https://play.google.com/store/apps/details?id=com.whova.event&hl=en_US&gl=US (for non-Apple users).

The event planning team will send email reminders to all registered participants about downloading these Whova Event Platform documents .

12. DIET: When registering to attend the IPESF, please remind us about any dietary preferences you have. The InterContinental will have vegetarian and halal options.

13. SPECIAL NEEDS: Please advise the organizing staff of any special needs. Smoking is only allowed outside in designated hotel areas.

14. MEDICAL SUPPORT: The InterContinental hotel has a house doctor on call and an in-house clinic. The three main public hospitals in Fiji are The Colonial War Museum Hospital, located outside Suva city; its counterpart Lautoka Hospital; and Labasa Hospital on Vanua Levu.



Each has several smaller specialized sub-divisional hospitals (SDH) dispersed across the different provinces and districts of Fiji. Please contact someone from the InterContinental or Event Planning Team if you are ever in distress.

15. FINANCE: The local currency in Fiji is the Fijian Dollar, which you can get from automatic teller machines (ATMs) at the airport or the hotel. Major credit cards – Visa, MasterCard and American Express – are accepted nearly everywhere. When making purchases, ensure that the transaction is performed in local currency.

16. SECURITY: For security and safety purposes, only those persons registered with an IPESF nametag will be allowed entry into the conference hall and breakout rooms.