

Pacific Heads of Health

Réunion des directeurs de la santé du Pacifique

14th PACIFIC HEADS of HEALTH MEETING

25th to 27th of April 2023

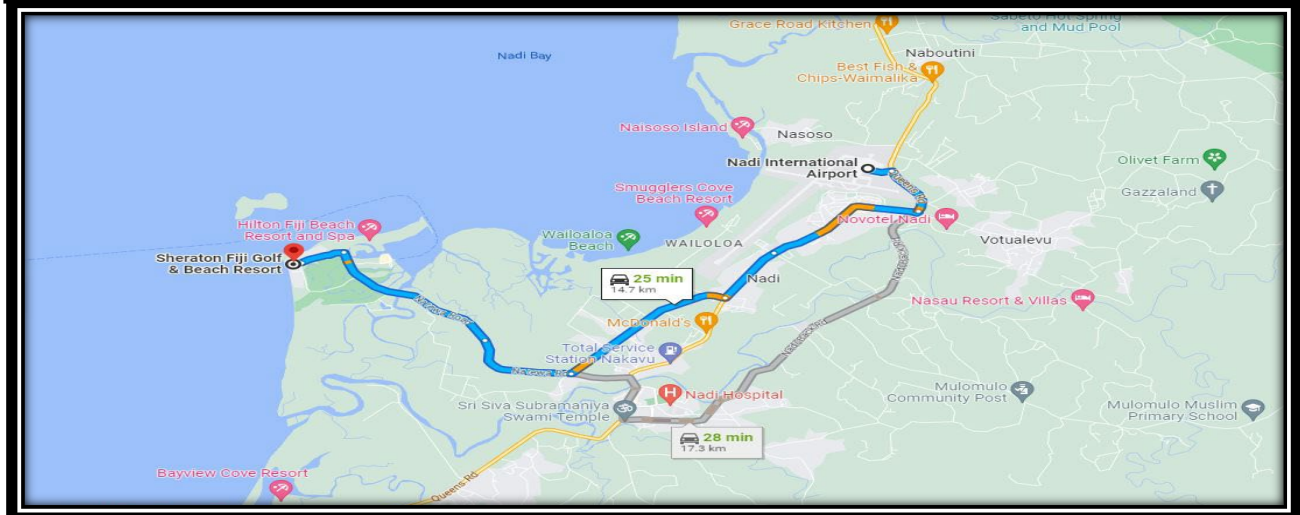
Sheraton Fiji Golf & Beach Resort

Location: Denarau Island South, Nadi, Fiji

Phone: (679) 675-077

Email Address: alison.mua@marriott.com

Website: <https://www.marriott.com/en-us/hotels/nansi-sheraton-fiji-golf-and-beach-resort/overview/>



Sheraton Fiji Golf & Beach Resort is the venue for the **14th Pacific Heads of Health meeting**. The meeting will be held at the **Golden Ballroom**, which is a short and lovely walk from rooms. **Please enquire at the Hotel concierge for directions.**

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All SPC funded participants will be accommodated at the Sheraton Fiji Golf & Beach Resort.

Check in Time: 3.00pm and check out Time: 11.00am.

1. **TRAVEL FROM THE AIRPORT TO HOTEL**

The hotel is located in Denarau Island and is about 15-20 minutes' drive from Nadi International airport. There are no shuttle services provided by the hotel so all representatives and observers will need to use airport taxis to travel to the hotel. The Secretariat provides FJD 70.00 to SPC funded representatives from Nadi International airport to Sheraton Fiji Golf & Beach Resort return, which will be collect together with their per diem.

On your return international flights please ensure you check-in at least 3 hours prior to departure as immigration and security clearance can be a delayed process.

2. **ACCOMMODATION & MEALS**

Breakfast is complimentary and is served at 619 Restaurant from 6.30 am to 10.00am. Morning/Afternoon Tea and Lunch will be provided on meeting days, 25th -27th April.

PLEASE SETTLE YOUR INCIDENTAL EXPENSES CHARGED TO YOUR OWN ROOM PRIOR TO DEPARTURE. You may find it useful to request a preview and /or payment of your bill the day before check-out.

3. **CREDIT CARD FEE CHARGES**

A 3% credit card fee will apply to all transactions settled by credit card. This fee will be added to the total of the transaction and settled at check-out.

4. **INTERNET SERVICES**

The hotel provides complimentary internet for guests, internet will also be provided at the meeting rooms.

5. **MEETING DOCUMENTS & PER DIEMS**

The PHoH meeting documents are to be made available online, please find documents [here](#) and check periodically as meeting documents continue to be uploaded.

All SPC funded representatives are entitled to a daily per diem to cover for dinner, incidental expenses. Your accommodation is covered by SPC. Your daily allowance can be collected from the secretariat room on the first day of the meeting 25th April 2023.

Note: Please keep your boarding passes as they will be collected by Timaleti during the payment of per diem on 25th April 2023.

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6. VISA REQUIREMENTS/PASSPORT VALIDITY

Participants are responsible to ensure you have a valid visa for Fiji and transit countries. PASSPORT VALIDITY SHOULD NOT BE LESS THAN 6 MONTHS FROM DATE OF SCHEDULED ENTRY INTO FIJI.

7. INSURANCE

Medical and travel insurance is not covered by the Secretariat. Please let us know if you have any food allergies or a medical condition that may need attending to.

8. LOSS OF LUGGAGE & SECURITY MEASURES

Where possible please enquire at the airline check in at the commencement of your journey if your luggage can be checked through to your final destination. In the event your luggage does not arrive with you, it is very important you report this to the airline staff BEFORE clearing customs. You should obtain a Property Irregularity Report from the airline desk BEFORE leaving the airport and submit it to the Secretariat.

Please ensure you follow the safety rules on liquids to prevent delays at security checks. Carry a change of clothes and any medicines (100ml or less per item as per civil aviation policy) in your hand luggage. Do not pack valuable items in your luggage. In the event of loss, their value may exceed the maximum covered by insurance and proof of purchase will be required to process any claim.

9. CLIMATE AND CLOTHING

The temperature in Nadi can range from 26 – 33 degrees. Rainy weather is experienced intermittently so it is convenient to have an umbrella on hand when venturing out. It is currently cyclone season in Fiji and in case of adverse weather conditions the hotels safety and security measures will be implemented. The hotel meeting rooms are air-conditioned, you are advised to bring cardigan/shawl or jacket.

10. CONTACT PERSONS

For logistic queries and / or assistance, please contact:

Names	Email	Phone contact
Sunia Soakai	sunias@spc.int	+679 993 5034
Timaleti Rokotavaga	timaletir@spc.int	+679 838 1486