

Dear participant,

We kindly ask you to carefully read this practical note which contains important information about your travel to Papeete and the organizational arrangements during the event:

### TRAVEL ARRANGEMENTS

**Ticket:** You should have now received an electronic ticket issued in your name via email. In case you encountered any problems, please contact us and we will send it to you again.

You are entitled to a piece of checked luggage. If you are travelling via USA, it is possible that you need to pay for checking your luggage as some air companies do not allow to book it in advance. In this case, please keep you receipt for the bag fee at the airport for reimbursement.

When travelling via USA, it is possible that you have to collect your luggage at the airport and check in again for your trip to Papeete. Please, make sure of the final destination of your luggage during the check in at the airport.

**Travel documents:** Please make sure that you have a valid passport and that you have obtained the necessary ESTA to travel via USA if it is required.

**Important note:** Please, apply for ESTA no later than 72 hours before departing for the United States. Real time approvals will no longer be available and arriving at the airport without a previously approved ESTA will likely result in being denied on boarding.

If you are in transit in USA, you will also need to go through immigration.

All sponsored delegates are requested to **keep their boarding passes**. These will have to be presented to receive the per diem.

**Reimbursements:** Participants who have purchased their own ticket will need to provide us with the original invoice, together with a copy of the passport, boarding passes and the bank details of the account to receive the bank transfer.

**Overnights during your travel itinerary:** In case your itinerary implies an overnight, you are entitled to receive a full per diem according to EuropeAid rates. In the case of United States, the per diem is 343 euro. You should arrange your accommodation during your overnight. No receipts are required.



### TRANSFERS FROM AND TO THE AIRPORT:

A shuttle service has been arranged for all participants who are arriving on the 23<sup>rd</sup> or 24<sup>th</sup> February and leaving on the 1<sup>st</sup> or 2<sup>nd</sup> March. In case you are arriving / departing in a different dates **due to flights constraints**, the transfer from / to the airport will be also arranged.

At the exit of the airport, (arrival terminal), you will find a welcome stand of the **17<sup>th</sup> OCT – EU Forum**, where you will be welcomed by our hostesses and lead you to the shuttle to your hotel.

The company in charge of the transfer service from and to the airport is **Tahiti Nui Travel**.

### **Please note that:**

- Your transportation from the airport has been already paid for and we are not able to reimburse any alternative arrangements.
- You may need to spend some time at the airport waiting for other participants. We will do our best to keep the waiting time as short as possible.
- The estimated travel time from Papeete airport is between 20 and 35 minutes, depending on the traffic.
- In case you have any problems, please call the following emergency phone number: Office (689) 40 46 41 15 / Mobile phone (689) 87 328 555

**Upon your departure:** For the return to the airport on the 01<sup>st</sup> and 02<sup>nd</sup> March, the pickup point is outside the main entrance to the hotel 3 hours before the departure of your flight.

Please note that individual transfers will be arranged for Heads of Delegation of each OCT. In case the Head of Delegation is a non-sponsored participant, you are kindly requested to communicate the flight details to organize it accordingly.

### ACCOMMODATION

Hotel rooms have been pre-booked for most of the OCT delegates (sponsored and non-sponsored) at "[Tahiti Ia Ora Beach Resort Managed By Sofitel](#)" and "[Manava Suite Resort Tahiti](#)" on their travel arrangements for a maximum of 7 nights (23<sup>rd</sup> February to 2<sup>nd</sup> March). Each delegation will be informed about the hotel where they will be accommodated in case by case basis.



When checking-in, participants may be asked to provide a credit or debit card or make cash deposit to cover additional expenses participants may have (i.e. phone calls, consumption of foods and beverages). The sponsoring only covers the cost for the accommodation and breakfast.

For the nights which are not covered by the EU, delegates will be requested to full fill a credit card form to proceed with the payment. Please note that in case of no-show or cancellation, non-sponsored delegates will have to cover cancellation costs.

**Meals and internet access:** Breakfast and Wi-Fi are included in your room rate. All personal expenses incurred such as phone calls, minibar items or laundry services will be charged directly to your credit card.

**Early check-in:** Due to the low availability of the hotels, early check in cannot be secured. In case you would like to get an early check in, you will be requested to pay an additional night. In case you are interested to secure the early check-in, please contact Marta Trujillo – B&S Europe – [marta.trujillo@bseurope.com](mailto:marta.trujillo@bseurope.com)

#### DAILY ALLOWANCE

A daily allowance will be paid to participants depending on their sponsorship. The payment will be made at the B&S Europe desk (located at the Sofitel) from the 26<sup>th</sup> February to the 1<sup>st</sup> March. Please, note that this amount is for sundry expenses only, as accommodation, meals and ground transportation have already been provided for.

The amount will be partially delivered in EUR and XPF currency.

Sponsored participants will receive the daily allowance according to the rules set by the European Commission

- Daily allowances will be justified on the basis of a receipt signed by the participant on the spot;
- Participants **will need to submit the original boarding passes** of all means of transportation they used to get to Papeete (airplane, ship, train). Boarding passes are important documents to be handed to the donor (EC).
- Participants will need to submit a **photocopy of their identity document**. Please have a copy of your passport ready.
- If applicable, receipt of visa/ESTA



No daily allowance can be paid unless these documents are submitted.

## THE VENUE

The event is taking place at the [Tahiti Ia Ora Beach Resort Managed By Sofitel](#).

- **Trilateral Meetings between each OCT, Member States and Commission Services** are scheduled on the **25<sup>th</sup> and 26<sup>th</sup> February** at the Gaugin Room. The agenda for these meetings will be posted in the website. Please make sure you are 15 minutes before the start of your meeting to register. Lunches are not foreseen during these 2 days.

The **Caribbean Regional workshop** will take place at Matisse room from 09.00 to 16.00 on Tuesday 26<sup>th</sup>.

For those participants accommodated at Manava Suites and Resort, please note that a car will pick you up at the hotel 40 minutes before the start of the meeting. If you are not planning to use the service, please inform to B&S Europe so we can cancel the service.

### **French Polynesia gala dinner:**

It will take place on Tuesday 26<sup>th</sup> at the hall of the Assembly of French Polynesia from 19.00 to 21.30h.

Dress code: dinner cocktail and local attire.

- **OCTA Ministerial Conference – 27<sup>th</sup> February 2019**

Plenary room is Matisse located on the ground floor.

The registration desk will open from 08:00 on the 26<sup>th</sup> February. You will need to collect your badge and sign the attendance list in order to gain access to the meeting room. We kindly ask you to take the badge with you during the whole event as it will be used as access key.

The lunch will be served just outside the plenary room.

### **OCTA gala dinner:**

Venue: French Polynesia Presidency from 19.00 to 21.30h

Dress code: Casual attire with tropical touch

- **Field trip and workshop in Moorea – 28<sup>th</sup> February**

Dress code: casual attire for the workshop and the field trip

We recommend you to bring: *Sunscreen, Hat or cap, Sneakers or walking shoes, Swimsuit, Flip-flops, Towel, Extra set of clothes, Umbrella or raincoat in case of rain.*

- **17th OCT-EU Forum – 1st March**

Plenary room is Matisse located on the ground floor.

It is scheduled on the 1<sup>st</sup> March at 10.00 AM. The registration will be opened at 9.30 AM. We kindly ask you to be there on time in order to ensure the smooth running of the event.

The lunch will be served just outside the plenary room.

**EU Gala Dinner:**

The European Commission is organizing the 17th OCT-EU Forum Gala Dinner, which will take place on Friday 1<sup>st</sup> March at Le Carré Restaurant at Sofitel.

Dress code: cocktail dress for ladies and tenue de ville for gentlemen

**TRANSFER FROM AND TO THE VENUE**

Transportation from “Manava Suite Resort Tahiti” to the “Tahiti la Ora Beach Resort Managed By Sofitel” and back has been organized:

**25<sup>th</sup> February:** A vehicle will pick you up at the hotel 40 minutes before of your meeting.  
(Only for participants that are accommodated at Manava Suites and Resort)

**26<sup>th</sup> February:** A vehicle will pick you up at the hotel 40 minutes before of your meeting.  
Participants attending the parallel Caribbean regional workshop will be picked up at the hotel at 8.15 h.  
(Only for participants that are accommodated at Manava Suites and Resort)

**French Polynesia gala dinner:**

Departure from Manava and Sofitel to Assembly: 18:20 h

Departure from Assembly to Sofitel and Manava: 21.10h



**27<sup>th</sup> February:**

Departure from Manava to Sofitel: 7.30h

Departure from Sofitel to Manava: 17.30h

**OCTA Gala Dinner:**

Departure from Manava and Sofitel to French Polynesia Presidency: 18:20 h

Departure from French Polynesia Presidency to Sofitel and Manava: 21.30h

**28<sup>th</sup> February: Workshop in Moorea**

The transfer from the hotel to the Moorea Terminal port (“gare maritime”) would be organized as follow:

- Departure from Tahiti Ia Ora Beach Resort - Managed by Sofitel : 6.40 AM
- Departure from Manava Suite Resort Tahiti : 6.40 AM
- Departure from InterContinental Tahiti Resort & Spa : 6.50 AM

**1<sup>st</sup> March:**

Departure from Manava to Sofitel: 09:00 h

Departure from Sofitel to Manava: 17.45h

**EU Gala dinner:**

Departure from Manava to Sofitel: 19:30 h

Departure from Sofitel to Manava: 22.00h

A shuttle service will be organized during the entire event from 9h to 17h. Every half an hour a van leaving from Sofitel will tour between both hotels so in case you wish to go back to the hotel and back to the event you can use this service.

**USEFUL INFORMATION**

- **Currency in French Polynesia**

The currency used everywhere in French Polynesia is the Pacific franc (XPF)

The exchange rate between Euros and Pacific francs is fixed

- **1 € = 119,33 XPF**
- **1 USD = 100 francs CFP (XPF) rate of November 2017**

You will be able to exchange the main foreign currencies to Pacific francs in banks, or in the resorts at a higher rate.

There are bills of 500, 1 000, 5 000 and 10,000 francs, and coins of 1, 2, 5, 10, 20, 50 and 100 francs

AMEX, Visa and MasterCard are also accepted in most of the larger restaurants and supermarkets.

- **Weather:**

The wet season runs approximately from December to February is warmer with temperatures between 25 and 35 °C.

During this season, you may experience some tropical showers which usually do not last more than 30 minutes.

- **Tahiti time difference**

The islands of Tahiti are 10 hours behind GMT.

This is a 12-hours summertime or 11 hours wintertime difference from Paris, a 2 hours difference from the United States Pacific Coast and a 22 hours difference from New Zealand.

- **Electricity:**

In French Polynesia the power plugs and sockets are of E. The standard voltage is 110 / 220 V and the standard frequency is 60 / 50 Hz.



- **To be included in your luggage:**

Please, do include sunscreen, mosquito repellent and walking shoes for the field trip in Moorea.

### **CANCELLATION**

If you cannot attend the event, please let B&S Europe know **immediately** so that all bookings in your name can be canceled. Please note that this event is financed by the European Commission with public funds. We kindly ask you therefore to honour your commitment to attend insofar as it is possible to do so.



### CONTACT INFORMATION AND EMERGENCY NUMBER

If you have any questions related to your hotel and travel arrangements please contact B&S Europe directly:

**Marta Trujillo**

Project Manager/Event Coordinator

Communication and Events Department

**Direct: +689 89 68 85 68**

**WhatsApp – 0034 627 000 763**

[marta.trujillo@bseurope.com](mailto:marta.trujillo@bseurope.com)

During the whole event, B&S Europe staff will be present in the conference venue. Should you have any problems, please do not hesitate to contact them.

To stay informed and access conference-related materials, please visit the conference website:

<http://17oct-euforum.eu/>

**You are kindly requested to check the website regularly to be updated with the information published.**

