



FIJI INSTITUTE OF ACCOUNTANTS
Technical Workshop Information
Warwick Fiji
Friday 19 March & Saturday 20 March 2021

SECRETARIAT

The FIA Technical Workshop Registration Desk is located immediately outside the **Hibiscus Lounge** where you will be given your Name Badge which will admit you to the Technical Workshop sessions and to officially organised meals. The Secretariat Team consisting of Beverly Seeto, Salote Madanavosa Bola, Sheenal Prakash and Frances Kado may be contacted for any assistance.

REGISTRATION

Intending delegates are urged to register and pay early to secure accommodation. The closing date for the receipt of completed Registration Forms and payment is **midday Friday 12 March 2021** and thereafter we may not accept late registrations. **Room reservations must be paid within two (2) business days or by the closing date, whichever is the earlier. Reserved rooms with outstanding payment will be released to other intending delegates otherwise.**

Payments may be made by cheque or funds electronically transferred to the FIA account with ANZ account number 1322223 with the mandatory narrative "WRKSHP21 [your name and/or organisation]". Please forward the bank confirmation of your payment with your completed Registration Form. If you do not advise us we cannot register you and your colleagues.

Any changes to your registration after the closing date as well as changes during registration at the Resort will attract a penalty of 10% of your Registration Fees.

REGISTRATION FEES

The Technical Workshop registration fee for resident delegates includes accommodation for Friday & Saturday nights, all Workshop organised meals from Friday dinner, Saturday breakfast, Saturday lunch, Saturday dinner and Sunday breakfast as well as entry to all Technical Workshop sessions.

FIA members' rates are only applicable to those whose annual subscription for 2021 have been paid in full.

The Registration Fees exclude:

- Children's meals (see below)
- Liquor and Drinks
- Incidentals – use of the mini bar in your room, telephone bills, laundry charges, room service and activity charges are some examples
- Guest room upgrades

These personal costs will be charged to your room and must be paid when checking out. No personal cheques are accepted by the Resort. All restaurant and bar outlets at the Warwick Fiji operate with a no cash policy. For shared rooms any extra charges are the responsibility of each delegate.

REFUNDS AND SUBSTITUTIONS

There will be **no refunds for cancellations after the closing date midday Friday 12 March 2021**. Refunds will not be granted if a delegate fails to attend the Technical Workshop. Registrants who wish to send a substitute in their place must advise the FIA Secretariat in writing well in advance (i.e. before the closing date) via email info@fia.org.fj. Otherwise penalties will strictly apply.

Any changes to your registration after the closing date and changes during registration at the Resort will attract penalties (see Registration above).

RESORT CHECK-IN and CHECK-OUT

The Warwick Fiji's normal check-in time is 10AM. The Resort will make every effort to accommodate delegates as soon as possible after registering but there may be some delays in some cases. We request for your patience and understanding in such cases.

The Warwick Fiji's normal check-out time is 3PM. All delegates will need to vacate their rooms by this time. The Resort has advised that they will not consider any requests for late check-out.

PARKING AT THE RESORT

The Resort has advised they have a total of 70 car parking spaces available and parking will be on a first come, first served basis only. ***We encourage delegates to "go green" and carpool as much as possible.*** The Resort will not accept responsibility for any damage, accidents, or losses. Motor vehicle are parked entirely at owner's risk.

Should the Warwick Fiji carpark be filled delegates have the option of parking at the Korolevu Fiji Police Post which can accommodate only 15 cars at a rate of \$10 per car per night. Payment for parking at the Police Station should be made directly to the Korolevu Fiji Police Post.

IN HOUSE GUESTS HOUSE RULES

- The Resort operates a No Cash Policy at all their restaurant and bar outlets.
- No food or other beverages of any kind will be permitted onto Warwick Fiji's property.
- Proper swim wear is required while using their swimming pools. Warwick Fiji pool towels are available for guests to use by signing when collecting and returned before 6PM the same day. If pool towels are not returned a fee of \$30 per towel will be charged to your room automatically and must be settled when checking out.
- Both the Nadi Wing and Suva Wing pools are operational from 7AM to 7PM. Thereafter they are roped off for cleaning and security reasons.
- Guests are not permitted to exceed any noise levels to disturb other guests or disrupt the normal operations of Warwick Fiji.
- All outdoor venues for private functions have a curfew time of 22:00 hours. Hibiscus Lounge is available for post dinner drinks.
- Warwick Fiji reserves the right to refuse service to any person showing signs of intoxication as well as the right to remove offending guest(s) from their premises or to close the bar entirely.

NAME BADGES

Name Badges must be worn at all times. Delegates and their partners may not be able to gain access to the Workshop sessions, lunch, dinner and/or cocktail functions unless a Name Badge is worn or produced.

CHILDREN

The FIA will not accept registrations for single rooms from intending delegates who will be accompanied by children in the interest of the children's welfare at all times. Children **under the age of 12 years and a maximum two (2) in number per room** can be accommodated with their parents with existing room facilities. For additional children and children over the age of 12 parents must make their own accommodation arrangements directly with the Resort.

All children staying with parents must be included in the Registration details. This is for your family's personal safety and in line with the Resort's regulations and especially in case a head count is required in cases of emergency. All officially registered children will be issued with a wrist band by the Resort.

Children 12 years and under (maximum 2) will have breakfast free of charge. Their lunch and dinner will be charged **\$30 per child per day**, applicable for the Delegate with Partner category only. This is payable directly to the Resort during check-in. Delegates with Partners registering after 5PM on Friday 19 March 2021 will be charged \$20 per child for the child's Friday dinner only. For Saturday 20 March 2021 the full day charges will apply for the child's lunch and dinner i.e. \$30 per child per day. Please note that there is no separate Kids Buffet at the Resort. The children's meals will be from the normal buffet or other meal services provided by the Resort (with an accompanying parent/guardian). Children over 12 years are classified as adults by the Resort and will be charged adult prices for all meals.

Official Technical Workshop lunches and dinners are provided for Workshop delegates and their partners only. Registered children may accompany their parents to breakfast only.

The Resort has advised that their staff and security will be vigilant regarding unregistered guests and the concerned delegate will be charged accordingly.

ROOM MINI BAR

Please note that drinks and/or other items consumed from the Mini Bar in each room will be charged to your personal account and settled when checking out.

MEAL VOUCHERS

Meal vouchers for dinners will be issued to registered delegates and registered partners upon check-in at the Resort. These meal vouchers must be presented to the Resort staff at the meal venues. The Resort has advised that delegates and/or partners without meal vouchers will be redirected to the Bula Brasserie and the meal costs will be charged to their personal room account.

MEAL VENUES

Breakfast will be served in the Bula Brasserie. Friday dinner will be served at the Koral Coast Conference Centre (KCCC). Saturday lunch will be served at the Bula Brasserie and Sazanami. Saturday dinner will be served at the KCCC.

PRESENTATIONS

Plenary Sessions will be held in Talanoa Hall. The presenters are:

Ram Bajekal, Managing Director, FMF Foods Limited Group of Companies

“WFH: the new norm”

Kameli Batiweti, Chief Executive Officer, Fiji Commerce & Employers Federation

“Workplace Dynamics”

Sahreena Mohammed, General Manager, AON (Fiji) Pte Limited

“Post COVID-19 Risk Management”

Ram Bajekal, Managing Director, FMF Foods Limited Group of Companies

“Business Continuity in the Fiji Context”

Breakout Sessions will be held either in the **Talanoa Hall** or the **Koral Coast Conference Centre (KCCC)** as follows:

Mohammed Khan, Senior Manager Audit & Assurances, KPMG

“IFRS 17 Insurance Contracts” at the Talanoa Hall

Ilimotama Cawi, Lecturer in Forensic Accounting, University of the South Pacific

“Fraud and Corruption” at the Koral Coast Conference Centre (KCCC)

Please see the separate list (available during registration) for these breakout sessions showing when delegates should attend their relevant sessions.

The FIA continues to operate with a “green policy” and presentations (where available) will be posted to the Institute’s website www.fia.org.fj after the Technical Workshop.

CONTINUING PROFESSIONAL EDUCATION HOURS

A total of 8 structured hours are available to delegates subject to attendance to all sessions.

ATTENDANCE REGISTERS

To qualify for CPE hours (see above) all delegates will be required to sign in at each session. The Attendance Registers are available immediately inside the entrance to the respective venues. These Attendance Registers will be **withdrawn 10 minutes after the starting times of the respective sessions**.

EXCLUSION OF LIABILITY

The Resort and the FIA will not be held responsible for failure to execute obligations directly or indirectly, by or through consequences of war, strikes, riots and acts of God or conditions beyond the control of the Resort and/or FIA. In such circumstances the Technical Workshop may be moved to a new date.

Delegates will be financially liable for any damage sustained by their actions to the property of the Resort or any other property at the Resort.

OTHER INQUIRIES

Please contact the FIA Secretariat on telephone 3305 807, mobile 9999 949 or email info@fia.org.fj. Members of the Professional Development Committee and the Secretariat will be identified wearing a FIA badge and may be contacted during the Technical Workshop for assistance and/or queries.