



FIJI INSTITUTE OF ACCOUNTANTS

Technical Workshop Information

Warwick Fiji 16-17 March 2018

Delegates should please take note of the following:

SECRETARIAT

The FIA Technical Workshop Registration Desk is located immediately outside the **Hibiscus Lounge** where you will be given Name Badges which will admit you to the Workshop Sessions and to organised meals. The Secretariat Team consisting of Murray Mackenzie, Kameel Deo, Frances Kado and Beverly Seeto 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 Monday 05 March 2018** 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 "Workshop [your name]". Please forward the bank confirmation of your payment with your completed Registration Form.

Any changes to your registration after the closing date will attract a penalty of 10% of your Registration Fees.

REGISTRATION FEES

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

FIA member's rates are only applicable to those whose annual subscription for 2018 has been paid.

The Registration Fees exclude:

- Children's meals (see below)
- Liquor and Drinks – other than selected beverages provided at the Networking Cocktail on Saturday evening
- 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 restaurants and bars 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 Monday 05 March 2018**. 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 via email fia@connect.com.fj

Any changes to your registration after the closing date will attract a penalty of 10% of your Registration Fees.

RESORT CHECK IN and CHECK-OUT

The Warwick Fiji's normal check in time is 2PM. The Resort will make every effort to accommodate delegates as soon as possible after registering but there may be some delays in some cases if the Resort has been very full. We request for your patience and understanding in such cases.

The Warwick Fiji's normal check out time is 11AM and delegates will need to vacate their rooms by this time. Should you wish to check out after the normal check out time charges will be applied by the Resort. This will be half the room rate until 3PM and the full room rate after 3PM. Arrangements for occupying your room after the normal check out time must be made in advance with the Resort and will be subject to availability.

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.

Should the Warwick Fiji carpark be full 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.

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 safety 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) may eat free at the Bula Brasserie only and if accompanied only by a 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 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.

MEAL VOUCHERS

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

MEAL/COCKTAIL 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 Talanoa Hall.

The networking cocktail will be held on Saturday evening at 630PM at the Talanoa Lawn. If the weather is not favourable the alternate venue will be advised in due course.

VEGETARIANS/VEGANS

Delegates and/or partners who have indicated that they are vegetarians have generally been catered for in the selection of the buffet menus and they can make their own selections from the dishes available. All dishes will be clearly marked by the Resort.

Delegates and/or partners who are strictly vegans (please clearly indicate on the Registration Form) may be catered for separately and may incur additional costs.

PRESENTATIONS

Plenary Sessions will be held in Talanoa Hall.

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

- **Nacanieli Rika : SMEs at the Talanoa Hall**
- **Reshma Chand: Reading & Interpreting a set of Accounts 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” as usual and plenary presentations (where available) will be posted to the Institute’s website www.fia.org.fj after the Workshop.

CPE HOURS

A total of 6.5 hours structured hours are available to delegates subject to attendance to all sessions.

EXCLUSION OF LIABILITY

The Resort and 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 fia@connect.com.fj

Members of the Professional Development Committee i.e. **Nitish Lal, Mohit Raj** or **Lorraine Seeto** may be contacted during the Technical Workshop for assistance and/or queries.