

ADMINISTRATIVE DETAILS



The 2019 Pacific Environmental Security Forum (PESF) will be held in Wellington, New Zealand from 21-24 May. Below is basic information to help you prepare for your trip.

1. ONLINE REGISTRATION

Online registration for the PESF is available at <http://pesforum.org>. Click the **Register Here** link in either the *News* or *PESF 2019* sections of the home page. The link will pass you to the registration portal. Complete the form, and submit your information. You will receive an automated e-mail with a PESF ticket and registration confirmation.

2. CONFERENCE FEE:

There may be a food fee collected at the event for which government-allocated per diem may be used. PESF event planners will provide more information via e-mail, if a fee is necessary.

3. VISAS:

To check visa requirements for entry into New Zealand please visit Immigration New Zealand at <https://www.immigration.govt.nz/new-zealand-visas>. If you require assistance in applying for a visa, then please contact PESF planners.

4. CLIMATE:

May is a beautiful time to be in Wellington! New Zealand will be entering autumn. High temperatures will be around 15 °C (59 °F), and the low temperature about 9 °C (49 °F). Wind speed average is approximately 24 km/h (15 mph), and 89.2 mm (3.51 inches) of rain normally falls throughout the month. Weather in Wellington can be unpredictable, and therefore, it is recommended that all PESF attendees bring a raincoat.

5. DRESS CODE:

The dress code for military personnel will be Class B uniform. Civilian attendees are asked to wear business attire for the opening and closing ceremony, and business casual the rest of the week.

There will be an icebreaker session on the evening of 21 May, with business casual dress for all attendees.

6. AIRPORT PROCEDURES:

a) Arrival



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

Step 2: Present your passport and arrival card at the immigration counter.

Step 3: Proceed to the Baggage Hall downstairs to collect your belongings.

Step 4: After you have your baggage, proceed through the customs inspection. New Zealand has strict biosecurity procedures at all airports. Make sure you declare any food items you are carrying, and any other items that are asked about on the Customs Declaration Form, by ticking “YES”. Fines can be applied for false declarations. If you have nothing to declare, use the exit stating “**Nothing to Declare.**”

Step 5: In the arrival terminal, you can obtain a taxi or rideshare to transport you to your hotel. Taxis are metered, and the average taxi fare ranges between \$30 - \$44 NZD (\$20 – \$30 USD) one-way to the Rydges Hotel.

b) Departure

At the conclusion of the PESF, all participants may take a taxi or rideshare to the Wellington International Airport. The return trip to the airport is approximately 20-40 minutes, depending on traffic and time of day. It is recommended that all passengers arrive at the airport between 2-3 hours before their scheduled departure time. If your flight is domestic, arriving an hour early should be sufficient but always check with your airline first. You can learn more about the Wellington International Airport at <https://www.wellingtonairport.co.nz/>.

Upon arrival at the airport, passengers will check luggage and receive a boarding pass, undergo security inspection, go through passport control (if first flight is international), proceed to the gate, and await boarding.



7. LODGING/HOTEL:

The PESF planning team has arranged lodging accommodations at the following hotels:

1. Rydges Hotel at 75 Featherston St, Pipitea, Wellington 6011, New Zealand, Tel: +64 4-499 8686, <http://www.rydges.com>.
2. Bolton Hotel, 12 Bolton St, Wellington, 6011, New Zealand, Tel: +64 4-472 9966, <http://boltonhotel.co.nz>.

There is no requirement to contact the hotels and make a reservation. When you register for the PESF at <http://www.pesforum.org>, a hotel reservation is also made. Event planners will provide hotel registration details in early May.



The Rydges Hotel and Bolton Hotel are circled in red on the above map.

8. SETTLING ACCOUNTS: Each participant is responsible for all bills, including in-room telephone calls, mini-bar, laundry and room service. These charges must be settled prior to departure. The hotel accepts all major credit cards.

9. ELECTRICAL CONNECTIONS: New Zealand electricity is at 230/240 volts. The pins to plug into an outlet are shown below.



10. PESF VENUE:

The 2019 PESF will be held at the Harbourside Function Venue at 4 Taranaki Street, Te Aro, Wellington 6011, New Zealand. The phone number for the facility is +64 4-381 2282 . Please reference the map below for the venue location.

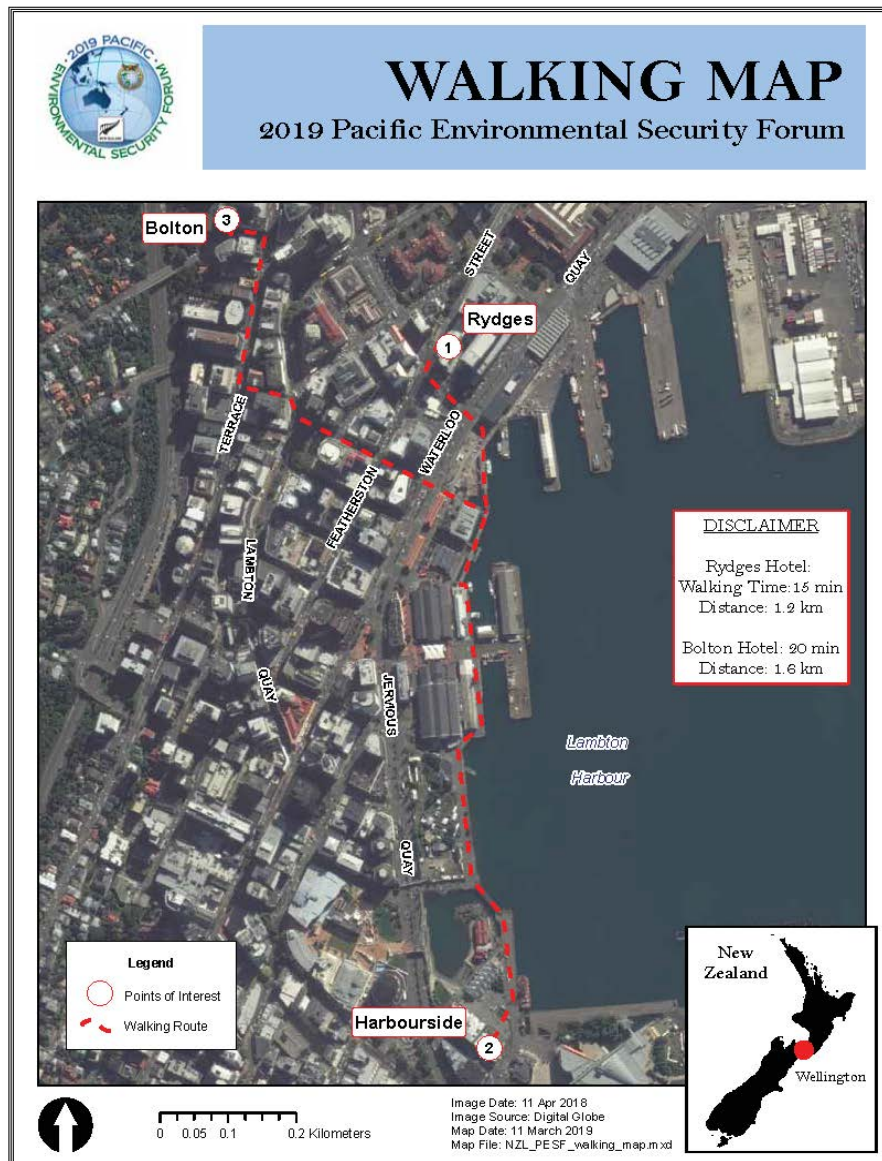


11. REGISTRATION TABLE: On the morning of 21 May, participants should confirm their registration by visiting the PESF registration table located outside the main conference hall. Participants will be issued a nametag and information packet. Please wear the nametags while attending all PESF activities. The nametag has within a sticker, which will indicate a work group assignment for various activities.

12. TRANSPORTATION TO/FROM THE PESF VENUE:

The Harbourside Function Venue is a flat 15-20 minute walk from the Rydges Hotel and Bolton Hotel. If you do not wish to walk, then the New Zealand Ministry of Foreign Affairs and Trade will have a bus available daily at 0815 at the Bolton Hotel and at 0830 at the Rydges Hotel to transport participants to the Harbourside Function Venue.

A walking map between the Rydges Hotel, Bolton Hotel, and the Harbourside Function Venue is below. A high resolution version of the map can be downloaded at <http://pesforum.org>.



13. WELLINGTON MAP:

Below is a map of downtown Wellington. You can also download a high-resolution version at <http://www.mappery.com/map-of/Wellington-Downtown-Map>.



14. EVENT BOOKLET:

The PESF is proud to be a primarily paper-free event. As such, we strongly encourage all participants to download a copy of the latest event booklet, agenda, and support documentation from <http://pesforum.org> prior to arriving at the venue. These documents will be available for download in late April / early May, and will be regularly updated. Therefore, we recommend that participants download the latest version before they depart their home duty station. E-mail will remind all registered participants.

15. DIET: When registering to attend the PESF, please denote any dietary requirements you may have. Vegetarian and Halal meals will be available at the PESF.

16. SPECIAL NEEDS: Please advise the organizing staff of any special needs or disabilities. Smoking is allowed outside in designated areas.

17. MEDICAL SUPPORT: The main hospital in Wellington is the Wellington Regional Hospital located at Riddiford St, Newtown, Wellington 6021, New Zealand. It is open 24/7 and the main number is +64 4-385 5999. You can learn more about the hospital at <https://www.ccdhb.org.nz/our-services/wellington-regional-hospital/>.

For regular medical consultation in non-emergency situations, the Wellington After-Hours Medical Centre can be located at 17 Adelaide Road, Newtown, Wellington. You can learn more about this facility by visiting <https://www.wamc.co.nz>.

In an emergency, dial 111.

18. BANKING: The local currency is the New Zealand Dollar (NZD). Please check an online currency converter to get the most current rate (e.g. <http://www.xe.com/currencyconverter>). Major credit cards -- Visa, MasterCard and American Express -- are accepted nearly everywhere. ATMs are also throughout Wellington.

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