



PTC Academy

8-11 NOVEMBER 2011

TANOA INTERNATIONAL HOTEL FIJI

NADI, FIJI

The PTC Academy™ aims to provide exceptional management training to rising industry leaders from emerging economies in the Asia-Pacific region. The Academy emphasizes topics necessary for professional telecommunications leadership advancement that are seldom addressed by formal education or institutional training.

The Academy's inaugural 4-day specialized course will include executive-level participants from the Pacific Islands. The course will focus on good governance at the director's level and will be led by expert instructors with senior executive and board director experience.

The Pacific Telecommunications Council (PTC) is pleased to offer the first PTC Academy program in cooperation with the Pacific Islands Telecommunications Association (PITA).

Program Objectives:

The program will provide participants with a sound understanding of:

- Good governance and leadership roles;
- Director's duties and responsibilities;
- Essential aspects of financial management oversight.

The course will include case studies, practical exercises, and individual coaching. A course reference manual will be provided to each participant. A certificate will be awarded upon completion of the course.

Topics:

PRINCIPLES OF GOOD GOVERNANCE

ORGANIZATIONS

- Organizational Entities
- Director's Roles and Responsibilities
- Collective Responsibilities of Directors

FINANCE

- Financial Responsibilities of Directors
- Maintaining Financial Health Check
- Statutory Accounts

THE BOARD MEETING

- Roles and Due Diligence

"The PTC Academy is an exciting outreach initiative to pursue a goal of helping the peoples of the Asia-Pacific through telecommunications. I look forward to it blossoming into another high point for PTC's contribution to the region."

JOHN HIBBARD, President and Chairman of Board of Governors, PTC
and CEO, Hibbard Consulting, Australia

For more information please contact
Graham Markey, Managing Consultant, PTC Academy, ptcacademy@ptc.org

www.ptc.org



PTC Academy GENERAL INFORMATION

Location

NADI, FIJI

Nadi is the third-largest city in Fiji. It is located on the western side of the main island of Viti Levu at 17°48 latitude South and 177°25 longitude East. At a distance of 8890 km from California, 3160 km from Australia, and 7130 km from Tokyo. If planning for a short holiday, Fiji is known for its natural beauty, tropical climate, and for its cornucopia of adventure with Fijian hospitality. For more information, please visit this website on Fiji, <http://www.fijime.com>.



Accommodations

Official Hotel

(refer to Hotel Registration Form)

The workshop will be held in the Tanoa Convention Centre at the following hotel:

TANOA INTERNATIONAL HOTEL FIJI

Votuavevu Road, Nadi PO Box 9203
Nadi Airport, Viti Levu, Fiji Islands

Contact Person: Vika Fong

Tel: +679 672 0277

Fax: +679 672 0191

Email: vika@tanoahotels.com.fj

Web: <http://www.tanoainternational.com>

Room Rates:

- Single Superior is at FJ\$147.00 only
- Single Superior is at FJ\$160.00 with Full Premier Breakfast

Transfer from Nadi International Airport to

Tanoa International Hotel Fiji:

- Tanoa shuttle – FREE of charge
- Taxi – readily available; FJ\$5.00– FJ\$6.00 one way

Alternate Hotels

(All amounts are in Fiji Dollars)

RAFFLES GATEWAY HOTEL

PO Box 9891

Nadi International Airport, Nadi

Contact Person: Nimka/Nazia

Tel: +679 672 2444

Fax: +679 672 0620

Email : reserve@rafflesgateway.com

Web : www.rafflesgateway.com

Room Rates:

- Standard Room \$92.00
- Deluxe Room \$109.00
- Pool Side Room \$121.00
- Suites \$160.00

Transfer from Nadi International Airport to Raffles Gateway:

- Raffles shuttle – FREE of charge
- Taxi – readily available; \$5.00– \$6.00 one way

TOKATOKA RESORT HOTEL

PO Box 9305

Opposite Nadi International Airport

Contact Person: Lucy

Tel: +679 672 0222

Fax: +679 672 0400

Email : reservations@tokatokaresort.com.fj

Web : www.tokatokaresortfiji.com

Room Rates:

- Standard Room \$80.00
- Deluxe \$105.00

Transfer from Nadi International Airport to

Tokatoka Resort:

- Tokatoka shuttle – FREE of charge
- Taxi - readily available; \$3.00– \$4.00 one way

TANOA SKYLODGE HOTEL

PO Box 9222

Queens Highway, Namaka, Nadi

Tel: +679 672 2200

Fax: +679 672 4330

Contact Person:

Yvonne Mob: +679 997 0773

Adrian Mob: +679 999 8561

Web: www.tanoaskylodge.com

Room Rates:

- Standard Room \$75.00
- Superior Room \$85.00
- Cooking Unit \$95.00

Taxi from Nadi International Airport to Tanoa Skylodge Hotel:

\$5.00 – \$6.00 one way



PTC Academy GENERAL INFORMATION

GRAND MELANESIAN HOTEL

Nadi International Airport, Fiji

Contact Person: Shahreen

Tel: +679 672 2438

Fax: +679 672 0425

Email: melanesianhotl@connect.com.fj

Room Rates:

- Standard \$55.00
- Deluxe \$65.00

Taxi from Nadi International Airport to Grand Melanesian Hotel: \$10.00 – \$12.00 one way

Information

Registration

Applicants who wish to participate in the workshop should complete the application form at <http://www.ptc.org/index.php/community/initiatives/> and submit it to PTC by **Friday, 14 October 2011**.

Identification Badges

Name badges will be available for pickup at the desk outside of the conference room from 8:00 am on Tuesday, 8 November 2011. For identification and security reasons, all delegates are requested to wear their name badges at all times during the workshop.

Visa

All delegates are requested to have a valid passport for at least 6 months of the date of arrival and a return ticket. Most Pacific Islands countries' nationals are exempt from an entry visa. Please check with your travel agent for the appropriate visas and documentation necessary for your entry into Fiji.

Departure Tax

A Departure Tax of FJ\$20.00 is payable at Nadi International Airport upon departure and is normally included with the airline ticket purchase.

Currency and Credit Cards

The local currency is Fiji Dollars (FJD).

International Banks operating in Fiji are Westpac and ANZ.

Their Buying Exchange rate is approximately
FJ\$1.00 = US\$0.54.

Internationally recognized credit cards (e.g. Visa, MasterCard, and American Express) are accepted by the hotel and department stores and at ATMs.

Climate and Timezone

Fiji has temperatures ranging between 21 – 30 degrees Celsius. It can be very warm with high humidity during the day and may cool down at night. Cool clothing is recommended during the day. An umbrella is suggested if staying at alternate hotels.

Local time in Fiji is UTC +12 hours.

Attire

Casual business attire (Island shirts recommended)

Internet Access

Internet access will be available at the workshop venue

Electricity

Electricity voltage is 240 volts with pin configuration similar to Australia, NZ and most European countries. It is advised to bring your universal adaptor if you are from the USA, Japan, or any other country with dissimilar pin configurations and voltages.

Further Information and Contact Details

Amelia Kamanalagi

PITA Training & Field Operations Coordinator

Tel: +679 331 1638

Fax: +679 330 8750

Mob: +679 864 2135

Email: amelia@pita.org.fj

Lori Takeuchi

Lead Conference & HR Coordinator

Pacific Telecommunications Council

Tel: +1.808.941.3789 ext. 111

Fax: +1.808.944.4874

Email: lori@ptc.org

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APPLICATION FORM

Please return completed form to PTC by Fax: +1.808.944.4874 or E-mail: ptcacctg@ptc.org

- PTC Member
- PITA Member
- Not a Member of PTC or PITA

1. NAME & ADDRESS

- Dr. Mr. Ms. Mrs. Miss

FAMILY NAME

FIRST NAME

ORGANIZATION

TITLE/POSITION

YEARS IN THE POSITION

BUSINESS STREET ADDRESS

CITY, STATE/PROVINCE ZIP/POSTAL CODE

COUNTRY

BUSINESS PHONE (include country & city code) FACSIMILE (include country & city code)

E-MAIL

2. CURRENT INDUSTRY EXPERIENCE

2.1 What are the primary responsibilities of your current position?

2.2 What type of organization are you currently employed with?

- Operator Services Supplier Government Legal
- Other: _____

2.3 Person to whom you report:

FULL NAME

TITLE/POSITION

BUSINESS PHONE (include country & city code) FACSIMILE (include country & city code)

E-MAIL

3. PREVIOUS INDUSTRY EXPERIENCE & EDUCATION

3.1 What special professional interest do you have in telecommunications?

3.2 Principle positions held previously:

ORGANIZATION

POSITION

DATES

3.3 How proficient are you in English?

- Reading: Fluent Very Good Fair
- Speaking: Fluent Very Good Fair
- Writing: Fluent Very Good Fair

3.4 Higher education:

HIGHER EDUCATION INSTITUTION(S) ATTENDED

DEGREE(S) OBTAINED YEAR

MAIN FIELD(S)

3.5 Experience or familiarity in the following areas:

- Business Management Strong Moderate Little/None
- Business Finance Strong Moderate Little/None
- Corporate Leadership Strong Moderate Little/None
- Principals of Good Governance Strong Moderate Little/None
- Director's Roles Strong Moderate Little/None
- Board Processes Strong Moderate Little/None

3.6 What do you hope to gain from this course?

4. CONTACT IN CASE OF EMERGENCY

NAME OF CONTACT

RELATIONSHIP

TELEPHONE (include country & city code) E-MAIL

5. DEADLINE & PAYMENT

The application and full registration fee must be submitted to the Pacific Telecommunications Council. Application deadline extended to **Friday, 14 October 2011**.

PTC or PITA Member: US\$150.00
 Non-Member: US\$250.00

Lunch and refreshments will be provided on each day of the course.

Participants are required to meet their own travel and accommodation costs. (See hotel reservation form.)

Please remit the course registration payment in **US Dollars ONLY** by credit card, money order or bank transfer to:

PTC Academy
c/o Pacific Telecommunications Council
914 Coolidge Street, Honolulu, Hawaii, 96826-3085, USA
Fax: +1.808.944.4874 Email: ptcacctg@ptc.org

Credit Card Information:

Type of card: Visa MasterCard American Express

CARDHOLDER NAME (Print) SECURITY CODE*

ACCOUNT NUMBER EXPIRATION DATE (Month/Year)

CARDHOLDER SIGNATURE DATE

*For Visa and MasterCard, 3-digit code is on the back of card. For Amex, 4-digit code is on front of card.

For Bank wire transfer information, please contact Linda Ristow, linda@ptc.org.



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TANOA INTERNATIONAL HOTEL RESERVATION FORM

Please return completed reservation form directly to Tanoa International Hotel Fiji,
Attn: Vika Fong, by Fax: +679 672 0191 or E-mail at vika@tanoahotels.com.fj. Do not submit the hotel reservation form to PTC.

PERSONAL INFORMATION

Mr. Ms. Dr. (Please print or type)

FAMILY NAME FIRST NAME MIDDLE INITIAL

JOB TITLE

COMPANY/ORGANIZATION

ADDRESS

CITY STATE/PROVINCE

POSTAL/ZIP CODE COUNTRY

TELEPHONE (Include country code) FAX (Include country code)

E-MAIL

ARRIVAL DATE TIME AIRLINE/FLIGHT NO

DEPARTURE DATE TIME AIRLINE/FLIGHT NO

SHARING ROOM WITH

_____ # of Adults _____ # of Children

Special Requests Smoking Non-smoking Other

GUEST ROOM TYPE (all rates are in Fiji Dollars)

Single Superior FJ\$147

Single Superior with Full Premier Breakfast FJ\$160

PAYMENT INFORMATION

Visa MasterCard American Express

ACCOUNT NUMBER EXPIRATION DATE SECURITY CODE*

CARDHOLDER NAME (Print) CARDHOLDER SIGNATURE

*For VISA and MasterCard, 3-digit code is on the back of the card. For Amex, 4-digit code is on front of card.