

# ADB PRESIDENT'S VISIT - ANNUAL MEETING VENUES

January 2019

Wednesday 9 January	<i>ADB and host country teams conduct a dry-run of the proposed routes of the President's walk-about</i>	Status	Number of people
08:45 am	Meet in Sheraton lobby and introduction of teams	Confirmed by HC	19
9:00-10.00	Walk through of Sheraton	Confirmed	21
10.00-10.30	Walk through of Westin -Proceed to Sofitel by car	HC to provide govt vehicle or Rosie's vehicle	21
10.45-11.15	Walk through of Sofitel		21
11.15-12.00	Travel to Intercon		18
12.00-13.00	Walk through of Intercon (Lunch?)		20
13.00-13.45	Travel back to Sheraton		18
Afternoon	-Meeting with President's Liaison Officer (LO to meet Yoshie Shibata, Sameer Kamal, Jungsun Lee) -Other meetings as required (please see separate mission program provided by ADB)	AG to confirm LO Sheraton Boardroom	Depending on meetings
18:00	Greet President Nakao on arrival at Sheraton - ADB Secretary - Neeraj Chandra Multi Property Vice President Fiji & Samoa, Marriott International - General Manager Westin & Sheraton Resorts, Fiji Complex - Leon Thomson, Executive Assistant Manager, Sales & Marketing - Peter Elakis, Hotel Manager Sheraton Fiji Resorts - Pooja Rajmohan, Director, Sales Centre	HC waiting on confirmation of GM	
Thursday 10 January	<i>Permanent Secretary, Ministry of Civil Service takes the lead with the President's Walk-about</i>	Status	Number of people
08:30-9:00 am	Meet in Sheraton Meeting room for round of introductions and run through of the program	Sheraton Boardroom	19
9:00 am	Start the site inspections		19

<b>Venue 1</b>	Site inspection of Denarau Island Convention Center (venue for Host Country Seminar, Opening Session, Business Session)	Confirmed by HC	19
<b>Venue 2</b>	Site inspection of Sheraton Ballroom (venue for Pacific DMC meeting, President's Press Conference, Governors' Roundtable, Governors' Seminar, CNBC Event)	Confirmed by HC	19
<b>Venue 3</b>	Site inspection of Sheraton venue for President's Reception (Vai Restaurant)	Confirmed by HC	19
	ADB President and team proceed to Sheraton Villas (on foot)	Confirmed	19
<b>Venue 4</b>	Site inspection of villas to be used for President's offices (Room 965 and 983)	Confirmed	19
	ADB President and team proceed to the Westin (3 hotel golf carts provided; rest can proceed on foot accompanied by hotel staff)	Confirmed	19
<b>Venue 5</b>	Site inspection of Westin venues (Senirosi Rua and Meke Lounge) (venue for CSO meeting with Management, AFE-ADB cocktail reception)	Confirmed	19
11:00 am	Travel by car to InterContinental Hotel in Natadola -ADB Suva have organized President's vehicle -PS has own vehicle -Remainder will be in vehicles provided by Govt or Rosie's	Confirmed	16
12:00 noon	Meet InterContinental hotel team at lobby and proceed to visit venues and lunch	Confirmed	22
<b>Venue 6</b>	Site inspection of Natadola Ballroom (venue for Governors' Plenary) Site inspection of Business Centre Boardroom (venue for bilateral meetings)	Confirmed	22
12:30-13:45	Lunch at Navo Restaurant (proposed venue by the Host Country for Governors' Lunch, Photo) After lunch, proceed to Kama Lounge	Confirmed	22
<b>Venue 7</b>	Site inspection of Kama Lounge (venue for Host Country Reception)	Confirmed	22
14:00	Departure from InterContinental to Suva	HC to confirm vehicles going to Suva and those returning to Denarau	-Number of people requiring vehicle to Suva = 3

			-Number of people requiring vehicle to Sheraton = 5
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ADB President and team	Attending dry-run 9 Jan.	Attending President's walk-about 10 Jan.	Head table Lunch InterCon 10 Jan.	Travelling to Suva 10 Jan.
1.Mr. Takehiko Nakao, ADB President		✓	✓	✓ (HC will provide car)
2.Mr. Yoichiro Ikeda, Chief Advisor to ADB President (OPR)		✓	✓	✓ (same car as Pres)
3.Ms. Yoshie Shibata, Senior Advisor to ADB President (OPR)	✓	✓		Back to Sheraton
4.Mr. Sameer Kamal, incoming Sr. Advisor to ADB President (OPR)	✓	✓		Back to Sheraton
5.Mr. Eugenie Zhukov, ADB Secretary (SEC)	✓	✓	✓	✓ (rides ADB SPSO car)
6.Mr. David Garrigos-Soliva, Annual Meeting Coordinator (SEC)	✓	✓		✓ (van) (Fly back to Sheraton on 11 <sup>th</sup> )
7.Mr. Roka Sanda, Principal Secretariat Specialist, AM Registration (SEC)	✓			(will be already in Suva)
8.Ms. Jungsun Lee, AM coordination with President's office (SEC)	✓			Back to Sheraton
9.Ms. Cynthia Martinez, Annual Meeting Logistics inside Venues (SEC)	✓	✓		Back to Sheraton
10.Ms. Vicky Tan, Principal Director of Communications (DOC)	✓	✓	✓	✓ (rides ADB SPSO car)
11.Mr. Dave Kruger, Director of Communications, Media (DOC)	✓			✓ (van)
12.Mr. Ariel Javellana, Sr. Communications Officer (ADB photographer) (DOC)	✓	✓		✓ (van)
13.Ms. Carmela Locsin, Director General, Pacific Regional Department (PARD)		✓	✓	✓ (rides ADB SPSO car)
14.Mr. Masayuki Tachiiri, Regional Director, ADB Suva (PARD,SPSO)		✓	✓	✓ (rides ADB SPSO car)
15.Mr. Erik Aelbers, ADB Suva (PARD,SPSO)	✓			✓ (car c/o SPSO)
16.Ms. Losana Ah Yuk, ADB Suva (PARD,SPSO)	✓			✓ (car c/o SPSO)
17.Ms.Sallyanne Shute-Trembath, Sr. External Relations Officer, ADB Sydney (PARD)				✓ (car c/o SPSO)
18.Mr.James Holden, ADB Consultant Technical Director		✓		Back to Sheraton
	12	12	6	
<b>Host Country team;</b>				
Attorney General and Minister for Economy, Hon Aiyaz Sayad-Khaiyum	?	?	?	✓ Own car
Bernadette Welch, Permanent Secretary, Ministry of Civil Service (MCS)	✓	✓	✓	✓ Own car

Shahana Didar, Director Major Events (MCS)	✓	✓		Dependent on program
Anthony Reed, Consulting General Manager Annual Meeting Operations (MCS)	✓	✓		Dependent on program
Makosoi Bati, Events Assistant (MCS)				Back to Sheraton
Vanessa Rolfe, Professional Congress Organizer (PCO)	✓	✓		Back to Sheraton
Dan Uglow, PCO				
Chris Green, PCO		Dependant on AG		
Vaiety Teannaki, PCO	✓			
Jessica Naevo, PCO	✓			
	6	4		
<b>Venue Staff</b>				
<b>Sheraton</b>				
Pooja Rajmohan, Director – Sales Centre	✓	✓		
Kereni Colawai, Events Planning Manager	✓	✓		
Oripa Tuinayau, Event Planning Executive	✓	✓		
	3	3		
<b>Intercontinental</b>				
Area General Manager South Pacific - Mr Andrew Davidson		✓		
Resort Manager - Mr Shaun Cawood		✓		
Sue Gavidu - Director of Events	✓	✓		
Sereana Baleisomosomo - Events Planner Executive		✓		
Kali Koroitamana - Group Sales Executive	✓	✓		
Emma Nand - Director Group Sales		✓		
	2	6		