



6TH ASIA-PACIFIC CLIMATE CHANGE ADAPTATION FORUM

October 17-19, 2018

Asian Development Bank Headquarters, Manila, Philippines

INFORMATION/LOGISTICS NOTE FOR PARTICIPANTS

The 6th Asia-Pacific Climate Change Adaptation Forum jointly hosted by the Governments of Palau and the Philippines, and the Asian Development Bank. The forum will be held at the Asian Development Bank headquarters in Manila, Philippines on 17-19 October 2018.

MEETING VENUE

The 6th Asia-Pacific Climate Change Adaptation Forum will take place at:

Asian Development Bank Headquarters
6 ADB Avenue, Mandaluyong City 1550, Metro Manila, Philippines
Phone: +63 2 632 4444 | Fax: +63 2 636 2444
Website: www.adb.com



ACCOMMODATIONS

Participants are requested to arrange their own accommodations for the forum. For participants' convenience, a list of hotels in the closest proximity to the meeting venue is provided below:

1. Crowne Plaza: <http://robinsonshotels.com/hotels/ihg/crowne-plaza/>
2. Holiday Inn: <http://robinsonshotels.com/hotels/ihg/holiday-inn/>
3. EDSA Shangri-la: <http://www.shangri-la.com/manila/edsashangrila/>
4. Joy-Nostalq Oakwood Center: <http://www.joynostalqmanila.com/>
5. Mercure Hotel: <https://www.accorhotels.com/gb/hotel-8072-mercure-manila-ortigas/index.shtml>
6. The Malayan Plaza: <https://www.themalayanplazahotel.com/>

Both sponsored and self-sponsored participants are expected to settle their bills directly with the hotels including room charges and other expenses, such as for local and long-distance telephone calls, internet use, business center use, laundry, room and hotel transportation services, mini-bar items, as well as restaurant and bar services.

TRAVEL ARRANGEMENTS FOR SPONSORED PARTICIPANTS

1. Air ticket

Air ticket for sponsored participants will be arranged through their respective sponsoring organizations. A most economical route round trip ticket from country of origin to/from Manila, Philippines, in accordance with the relevant rules and regulations will be provided. Participants will receive the electronic ticket by email. Please note that it will not be possible to change the travel details after the ticket has been issued.

2. Daily subsistence allowance

Participants whose travel is sponsored will be provided with daily subsistence allowance (DSA). The DSA covers accommodation cost, meals and miscellaneous including visa fee, airport tax, local transportation, etc. In order to facilitate the payment of DSA, eligible participants are requested to submit copies of their passport, air tickets together with original boarding pass(es) of all in-coming flights, to their sponsors through the meeting secretariat at the registration desk on the first day of the forum.

TRAVEL ARRANGEMENTS FOR SELF-SPONSORED PARTICIPANTS

For our record and assistance in case of emergency, self-sponsored participants are requested to provide to the organizers their flight details and information of hotel in which they intend to stay.

ON-THE-GROUND TRANSPORTATION

Participants are requested to make their own transportation arrangements from the airport to their respective hotel. In most cases, airport transfers from and to the airport can be arranged through the hotel either for a fee or included in the hotel package. Participants are requested to consult with their respective hotel.

Participants are responsible for their transportation between the meeting venue and their hotel, including all related costs.

IMMIGRATION REQUIREMENTS

Participants are responsible for meeting all immigration requirements.

Please check the attached visa information for more information about visa requirements of the Philippines.

All visitors must have a valid passport not less than 6 months from date of expiration and proof of return arrangements.

MEALS

Participants are responsible for all meals during the forum and entire trip.

OTHER FINANCIAL AND ADMINISTRATIVE ARRANGEMENTS

All participants are advised to arrange (at their own expense or that of their organization) insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the forum including the journey to and from Manila, Philippines. The organizers and/or the Republic of Palau will not assume responsibility for any other expenditure, including the following:

- a) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- b) Salary and related allowances for the participants during the period of the meeting;
- c) Cost incurred by the participants in respect of travel insurance, accident insurance, medical bills or hospitalization fees in connection with attending the meeting;
- d) Compensation in the event of death or disability of participants in connection with attending the meeting;
- e) Any loss or damage to personal property of participants while attending the meeting or losses or damages claimed by third parties as a result of any negligence on the part of the participant(s).

GENERAL INFORMATION

Manila is the administrative capital of the Philippines. The Philippines has a democratic government in the form of a constitutional republic with a presidential system.

- Location: Western Pacific Ocean in Southeast Asia between the Philippine Sea and the South China Sea
- Philippines Local Time: PST (UTC+8)
- Official Languages: Filipino is the national language. English is the business language and is widely spoken.
- Currency: Philippines Peso (PHP)
- Electricity Supply: Electrical sockets in the Philippines are usually 220 volts AC, using type “A” electrical sockets. For other types of plugs, you may wish to bring an adaptor.

Climate

The Philippines has a tropical maritime climate that is usually hot and humid. In October, the average temperature is between 31°C to 25°C.

The rainy season starts between May or June until September, and transitioning in October for the onset of North East Monsoon. Umbrellas and rain jackets are advised.

Telecommunications and Internet

The international country code for Philippines is: +63. The area code for Manila is +632 when calling a landline. Mobile phone SIM and long distance calling cards are widely available at retail establishments. Internet access is available at retail establishments and at participant’s respective hotel, in most cases. Internet may also be available through data plans using your mobile SIM card.

Please consult with the hotel for availability at the hotel and/or at locations within the hotel area.

EMERGENCIES:

In case of an emergency, please dial 911 for immediate help and assistance.

MORE INFO & CONTACT PERSONS

For more information, please refer to the official logistics page for the Forum at:

<http://www.asiapacificadapt.net/adaptationforum2018/pages/logistics>

Should there be any questions, participants are requested to contact:

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