14th Annual Global Development Conference
"Inequality, Social Protection and Inclusive Growth"
Manila – The Philippines
June 19-21, 2013

INFORMATION NOTE – OUTSTATION PARTICIPANTS

Hotel Accommodation	EDSA Shangri-La Hotel 1 Garden Way, Ortigas Centre, Mandaluyong City, 1650, Philippines Telephone: (63 2) 633 8888 Fax: (63 2) 631 1067
Conference Venue	Asian Development Bank (ADB) Headquarters, Manila 6 ADB Avenue, Mandaluyong City 1550, Philippines Telephone: (63 2) 632 4444 Fax: (63 2) 636 2444 For further details please refer to Conference Website. See link http://gdn.int/html/page2.php?MID=3&SID=24&SSID=73&SCID=29
Registration Desk	Registration Desk at ADB Headquarters on June 19, 2013 from 07:00 AM onwards and on June 20 & 21 from 08:00 AM onwards
GDN Secretariat	EDSA Shangri-La Hotel: Basilan Hall at Lower Ground Floor
	ADB Headquarters: Annex 1 near Auditorium

Departing to Manila, The Philippines
If you require a visa to enter The Philippines, we advise that you secure a visa prior to your arrival or in case you are eligible for a visa free entry for 14 or 21 days as applicable then please visit http://www.dfa.gov.ph/index.php/consular-services/visa to verify visa free entry criteria and eligible countries. Please contact GDN Travel Desk Coordinator for more details at traveldesk@gdn.int .

Upon arrival in Manila
At the airport: You are requested to kindly approach the ADB Help Desk which is located just before the Gate #1 Exit at Ninoy Aquino International Airport Terminal 1 (please refer to Terminal 1 **map attached** for reference purposes). Guests arriving at Terminal 2 will be greeted by ADB Help Desk staff near Gate #1 and 2. The telephone numbers of ADB Help

Desk for both Terminals are **+ (632) 8338756 or + (63) 929 929 9063**. **In case of emergency please contact Mr. Dominic Massey from GDN Travel Desk in Manila for any kind of assistance at + (63) 998 468 9730.**

Airport Transfers: GDN has arranged for the airport transfer of **GDN Sponsored Participants** to reach your hotel (EDSA Shangri-La) through Nissan Car Rental Company. You are requested to contact **ADB Help Desk** at Airport on arrival at Terminal 1 or 2. In case you are unable to locate ADB Help Desk staff at both Terminals then kindly approach the **Nissan Car Rental Company counter** which is available at both Terminals. The representative from Nissan Car Company will help you in assigning a car. You are advised NOT to take any unauthorized transportation. The average travelling time from Airport to Hotel is around 40 minutes. The Helpline telephone number of Nissan Car Rental Company airport counter at Terminal 1 is +(632) 8771 2345 and Terminal 2 is +(632) 871 5091. All **Self Sponsored Participants** staying at EDSA Shangri-La Hotel and arranged their airport transfer from the hotel are requested to contact EDSA Shangri-La hotel lounge which is just opposite the Gate #1 Exit at Terminal 1 or look for hotel representative with placard.

At the hotel: Once you have arrived at EDSA Shangri-La hotel, please look for GDN Help Desk or regular Check In counters at the hotel reception. Please provide your credit card details at the check in counter to guarantee your personal expenses like laundry, room service, mini bar, telephone or other hotel services, which are not covered by GDN. The GDN Help Desk staff or the regular check in counter staff of the hotel will help you checking in the hotel.

Early Arrivals: GDN Sponsored Participants arriving early (based on the itinerary provided by the GDN Travel Desk and not because of their own personal preference) will be provided with Lunch or Dinner on pre-conference days (i.e. dates other than June 19-21) at the HEAT Restaurant at EDSA Shangri-La Hotel. A list duly certified by the GDN Travel Desk will be sent to the hotel with the names of eligible participants and their buffet meals will be fully covered by GDN. Buffet Lunch will be arranged only for those who are arriving by flights at 13:00 hours or before on pre-conference days. Similarly, Buffet Dinner will be arranged only for those who are arriving by flights at 21:00 hours or before on pre-conference days. Lunch time at HEAT Restaurant is between 12 PM – 2.30 PM and Dinner time is between 6 PM – 10.30 PM. No Lunch or Dinner reimbursements in cash or reimbursement in lieu of room service will be provided to participants. GDN will not be responsible for cost other than of the buffet meal at HEAT Restaurant and participants will be charged to personal account for drinks or non-buffet items or cost of meal ordered for any accompanied guest. For any assistance please contact Mr. Raman Abrol at rabrol@gdn.int and mobile number **+ (63) 998 468 9253.**

During the Conference
Dress code is business casual.

Breakfast: Breakfast will be served at the HEAT Restaurant, EDSA Shangri-La hotel, from **6:00 AM onwards**.

Registration:
ADB Security Registration: All participants need to first register themselves with the ADB Security Unit on Day 1 of the arrival and obtain a Security Badge. It is mandatory for all the participants to register only once, during their stay at Manila, with the ADB Security, who will issue Security Badge to enable them to enter the ADB Headquarters during all conference days. The access badge will be valid for the entire duration of the conference i.e. June 19-21. For staff and other delegates attending meetings and training course scheduled on June 17 and 18, the badge will be valid from June 14-21. Non-Local participants need to produce Original Passport for identity verification; post verification the Security Staff will click the photograph of the participant and handover the ADB Security Badge. Local participants need to produce any National photo ID for identity verification. Participants are requested to kindly wear the **ADB security access badge at all times** as it will help them to access the ADB Headquarters without any hassles. GDN Volunteers and ADB security staff will be available at the venue to guide participants in case they need any assistance.

Conference Registration: Participants after securing ADB Security Badge can proceed towards the GDN Conference Registration Desk situated in the main lobby outside the Auditorium gate. GDN Staff and Volunteers will complete the registration formalities and issue a conference badge. This conference registration badge needs to be put in in the same badge jacket issued by the ADB Security Desk. There will be 6 registration counters issuing conference registration badges and providing conference bags to all the registered participants. Conference registration badge counters will be grouped into alphabetical order based on last name of each participant.

How to Reach Conference Venue: The venue of the GDN Annual Conference is ADB Headquarters, Manila. In order to reach the venue complimentary shuttle bus service has been arranged from the hotel in the morning and in the evening from the ADB Headquarters as per the schedule below:

Shuttle Bus Departure from Shangri-La Hotel					Shuttle Bus Departure from ADB Headquarters				
June 17	June 18	June 19	June 20	June 21	June 17	June 18	June 19	June 20	June 21
7.30 AM	7.45 AM	6.45 AM	7.15 AM	7.15 AM	7.30 PM	7.30 PM	7.30 PM	7.30 PM	7.30 PM
8.15 AM	8.30 AM	7.10 AM	7.45 AM	7.45 AM	8.00 PM	8.00 PM	7.45 PM	7.45 PM	7.45 PM
9.30 AM	-	7.25 AM	8.00 AM	8.00 AM	-	-	8.00 PM	8.00 PM	8.00 PM
-	-	7.40 AM	8.10 AM	8.10 AM	-	-	8.15 PM	8.15 PM	8.15 PM
-	-	7.50 AM	8.20 AM	8.20 AM	-	-	8.30 PM	8.30 PM	8.30 PM
-	-	8.00 AM	8.30 AM	8.30 AM	-	-	9.00 PM	9.00 PM	9.00 PM

Shuttle buses will depart strictly as per the schedule mentioned above. All participants are requested to adhere to the schedule to avail transfer arrangements otherwise they have to make their own transfer arrangement. Each bus has a capacity of around 40 people and it's **highly recommended** to board early, especially on June 19, and complete the registration process on priority. On June 19, because of the President of the Republic of The Philippines arrival, the conference venue will be managed by the President's Office and Security, hence, it is requested to kindly leave early from the hotel and be seated in the Auditorium well before the start of Opening Plenary at 8.30 AM. Shuttle buses will depart from the rear side of the hotel in the morning and not from the main gate of the main lobby. Please contact GDN Help Desk at the Main Lobby or Concierge at the hotel for locating the shuttle bus departure area. Shuttle Buses will depart in the evenings from the ADB main entrance.

Lunch and coffee breaks: Tea/Coffee will be served at the Main Lobby in front of the Auditorium on all pre-conference and conference days. Lunch will be served at the Executive Dining Area (EDR), situated at the 1st Floor just above the Auditorium, unless otherwise notified.

Dinners:
All Dinners during pre-conference and conference days are organized at EDR, at the ADB Headquarters from 6.30 PM – 8.30 PM, unless otherwise notified. Dinner on June 18, 2013 is organized at HEAT Restaurant at the EDSA Shangri-La Hotel.

Covered expenses: The cost of your room includes Single Room tariff, breakfast for one, in-house Wi-Fi plus all applicable taxes. However, each participant is personally responsible for any additional charges incurred during his/her stay. These charges may be associated with additional guests, room service, mini bar, phone calls, photocopies, laundry, early check-in, late check-outs, and other such incidentals. All participants need to secure valid travel insurance at their own expense.

Reimbursement: In case you are a GDN- Sponsored Participant and made your own travel arrangements, please contact **Mr. Bubul Nath** at GDN Secretariat situated at ADB Headquarters at Annex 1 with a copy of your ticket along with one way original boarding pass for reimbursement. You may reach him at bnath@gdn.int.   There is a departure tax of 550 Php to be paid by each participant at the time of leaving Manila at the airport. GDN will pay the departure tax to all GDN Sponsored participants and the same can be collected from GDN Secretariat at ADB Headquarters from Mr. Bubul Nath.

Self-Sponsored Participants: In case you are a Self-Sponsored Participant, kindly ensure that you have received your hotel voucher from the hotel to secure guaranteed accommodation and airport transfer. GDN will be covering your meal expenses only for the conference days i.e. June 19-21, 2013. Please note that a departure tax of 550 Php need to be paid at the airport at your own expense. Departure tax can be paid in major foreign currencies and through Master or Visa credit cards.

Climate: Manila is the capital of The Philippines. The time zone of the city is calculated 8 hours ahead of the Greenwich Mean Time. The time zone experiences no daylight saving. Manila weather is characterized by hot and humid climate throughout the year. Manila falls in the tropical zone and so experiences a tropical climate. However, winds blowing from the sea bring respite to the people living in the city. Daily average temperature expected is around 30°C or 86°F. Sudden showers with a heavy and medium intensity can occur during the period, **so please carry your umbrella**!

Forex Services and ATM: There are ATMs within the hotel compound, nearby commercial area and one located at the ADB Headquarters. Foreign exchange services are available at the reception desk at the hotel and nearby money exchange counter at the SM Mall.

Departing Manila
You are required to be at the airport at least two and a half hours before your flight. Those travelling in Economy Class are expected to wait for an average of 45 minutes to obtain boarding card due to the limited number of counters at the airport. Please therefore be prepared to leave the hotel three hours (if it's an early morning or late night flight) and three and half hours before your flight (if the flight time is between 8 AM to 8 PM). Heavy traffic on roads expected from 7 AM till 8 PM on all days. Departure transfers are arranged through Nissan Car Rental Company and their representative will be present at the Hotel Lobby to facilitate the transfer. Kindly contact GDN Help Desk at the Hotel Lobby for the **departure schedule** or Mr. Dominic Massey at **+ (63) 998 468 9730** for any assistance required in connection with the airport transfers.

General Assistance: In case of any clarification or assistance kindly contact Raman Abrol, Chief Finance & Administration Officer of Global Development Network at rabrol@gdn.int and mobile number **+ (63) 998 468 9253**. If there is any change in the flight schedule or cancellation then please write to traveldesk@gdn.int .