

Conference on Inclusive Growth and the New Poverty Reduction Agenda in Asia & the Pacific

8–9 October 2007, Asian Development Bank, Manila, Philippines

EVENT INFORMATION SHEET

Participants

The conference will bring together about 50 experts from academe, government, civil society, and donor organizations as speakers, panelists, and participants. Please return the attached confirmation form by 5 September 2007.

Conference Venue

All conference meetings, plenary sessions, and workshops will be conducted at Auditoriums A and B, Ground Floor of the Headquarters of the Asian Development Bank, located in the Ortigas Center business district, Mandaluyong City, Metro Manila. Travel time from the NAIA International Airport to Ortigas is about one hour (depending on traffic). The EDSA Shangri-La Hotel is walking distance (10 minutes) from ADB; the hotel also arranges a free shuttle service.

Airport Transfers

Airport taxi from the NAIA International Airport and ADB or the hotel costs about Php750 (US\$16) and are available outside of the airport building. If you need assistance, please contact the ADB Desk located at the arrival lobby (far left after clearing customs). The transfer can also be arranged through the hotel for US\$50. Banks are available at the airport (after customs control and before leaving the airport building) to change money.

Cost of Participation

ADB will pay for the travel and accommodation costs of seminar speakers and panelists, but not for other participants. The per diem is US\$135 in total (covering 3 days), and lump-sum for miscellaneous expenses (such as visa, airport tax, and airport transport) is US\$150. These funds (in total US\$285) may be obtained from the Conference Secretariat desk during the conference on 8 or 9 October.

Travel Arrangements

For seminar speakers and panelists, please indicate on your confirmation form whether ADB will arrange a prepaid (business class) air ticket, or whether you wish to be reimbursed for a self-arranged ticket. ADB will reimburse self-arranged tickets only up to the standard ADB rate (please inquire from the conference secretariat), and after receiving all travel documents (original ticket, original bill, and copies of boarding passes) and the participant's account details. Participants will be informed of when and where they can pick-up tickets pre-arranged by ADB in their respective countries.

Hotel Booking

For seminar speakers and panelists, ADB has arranged rooms in the EDSA Shangri-La Hotel (1 Garden Way, Ortigas Center, Mandaluyong City 1650 Manila, Philippines, Tel: 0063-2-6338888, Fax: 0063-2-6311067, website: www.shangri-la.com), arriving on 7 October and departing on 10 October (3 nights). ADB will settle the room charges directly with the hotel; other expenses are on the account of the guest. However, if you prefer to self-arrange your hotel room, please indicate so on the confirmation form. ADB will then reimburse you against original receipts up to US\$100 per night. Attached is a list of other hotels in the area around ADB where you may book directly. Other participants can also stay in the Shangri-La or any other ADB recommended hotel at the ADB rate. If you wish to self-arrange your hotel at the ADB rate, please indicate this in your confirmation so that we can inform the hotel accordingly.

Conference Website

We encourage participants to share written contributions (see another attachment for further guidelines) and other materials. The papers will be posted at the conference website. The website will be online 10 September under ADB's poverty website: <http://www.adb.org/poverty/default.asp>.

Monday Evening Dinner & Social

ADB invites all participants to a reception on Monday, 8 October 2007, in a venue outside of ADB. The transfer will depart from ADB at 6pm.

Meals

There will be refreshment breaks during the event. Coffee and pastries will be served at the auditorium lobby. Lunches (at your own expense) will be available at the ADB cafeteria (first floor near the Auditorium) or the Executive Dining Room (second floor, take the spiral stairways).

Networking Opportunities

The event offers a lot of networking opportunities. Participants are encouraged to network and interact with fellow delegates in all activities.

Question and Answer Portions

There will be question and answer portions during the panel sessions for all participants. Please approach the microphone or raise your hand until a microphone is handed to you. You may also write your question on a card/paper and hand it to any conference staff.

Name Tags

Please wear your name tags at all times during the event. Security personnel check for tags. Though ADB is a secure facility, please do not leave valuables unattended.

Attire

Outdoor temperatures range from 24-31C with 90% humidity and occasional rain. The official opening, keynote, and MDG launch will take place on the first day. The second day participants should feel free to wear "smart casual" attire. Please bring a jacket or shawl as the air conditioning may be cold.

Further information

Please contact the conference secretariat if you have further questions or need any assistance: Bert van Ommen (Tel: 0063-2-6325022, Fax: 0063-2-6362409, e-mail: jvanommen@adb.org).

Visa Information

Participants shall arrange their visa on their own. Nationals from countries listed below who are traveling to the Philippines for business and tourism purposes are allowed to enter the Philippines without visas for a stay not exceeding twenty-one (21) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports valid for a period of at least six (6) months beyond the contemplated period of stay. However, Immigration Officers at ports of entry may exercise their discretion to admit holders of passports valid for at least sixty (60) days beyond the intended period of stay.

Nationals from the following countries are allowed to enter the Philippines without a visa for a period of stay of twenty-one (21) days or less: Andorra, Angola, Antigua and Barbuda, Argentina, Australia, Austria, Bahamas, Bahrain, Barbados, Belgium, Benin, Bhutan, Bolivia, Botswana, Brazil*, Brunei Darussalam, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Canada, Cape Verde, Central African Republic, Chad, Chile, Colombia, Comoros, Congo, Costa Rica, Cote d'Ivoire, Cyprus, Czech Republic, Democratic Republic of the Congo, Denmark, Djibouti, Dominica, Dominican Republic, Ecuador, El Salvador, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Finland, France, Gabon, Gambia, Germany, Ghana, Gibraltar, Greece, Grenada, Guatemala, Guinea, Guinea Bissau, Guyana, Haiti, Honduras, Hungary, Iceland, Indonesia, Ireland, Israel*, Italy, Jamaica, Japan, Kenya, Kiribati, Kuwait, Lao People's Democratic Republic, Lesotho, Liberia, Liechtenstein, Luxembourg, Madagascar, Malawi, Malaysia, Maldives, Mali, Malta, Marshall Islands, Mauritania, Mauritius, Mexico, Micronesia, Monaco, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Netherlands, New Zealand, Nicaragua, Niger, Norway, Oman, Palau, Panama, Papua New Guinea, Paraguay, Peru, Poland, Portugal, Qatar, Republic of Korea, Romania, Rwanda, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Samoa, San Marino, Sao Tome and Principe, Saudi Arabia, Senegal, Seychelles, Singapore, Slovakia, Solomon Islands, Somalia, South Africa, Spain, Suriname, Swaziland, Sweden, Switzerland, Thailand, Togo, Trinidad and Tobago, Tunisia, Turkey, Tuvalu, Uganda, United Arab Emirates, United Kingdom of Great Britain and Northern Ireland, United Republic of Tanzania, United States of America, Uruguay, Venezuela, Vietnam, Zambia, Zimbabwe.

The following are allowed to enter the Philippines without a visa for a stay not exceeding fifty-nine (59) days: Holders of Brazil passports; and Holders of Israel passports. The following nationals are allowed to enter the Philippines without a visa for a stay not exceeding seven (7) days. Holders of Hong Kong Special Administrative Region (SAR) passports. Holders of British National Overseas (BNO) passports. Holders of Portuguese Passports issued in Macao, and Holders of Macau Special Administrative Region (SAR) passports.

The nationals of the following ADB developing member countries are required to get a visa to enter the Philippines: Afghanistan, Bangladesh, People's Republic of China, Cook Islands, India, Kazakhstan*, Kiribati, Kyrgyz Republic*, Nauru, Pakistan, Samoa, Solomon Islands, Sri Lanka, Tajikistan*, Timor-Leste., Tonga, Turkmenistan*, Uzbekistan*, Vanuatu. Visas of Central Asian Republics' participants (*) will be issued by the Philippine embassy in Moscow, Russia.

Visa application form may be obtained from the Philippine embassy nearest you. Click this site to see the directory of Philippine consulates: <http://www.dfa.gov.ph/posts/philcon.htm>. To obtain a visa the following supportive documents need to be presented:

- Passport/Travel Document Valid for at least six (6) months beyond the intended period of stay in the Philippines;
- Duly Accomplished Visa application forms;
- Passport Photos (2 pieces);
- Invitation letter
- Confirmed tickets for return or onward journey to the next port of destination; and
- Payment of Visa Fees

The Philippines Embassies need on average 2 days to process the visa applications. The list of Philippine Embassies is under http://www.learn4good.com/travel/philippines_embassies_list.htm. For more information please visit the official website of the Government of the Philippines (<http://www.gov.ph/faqs/visa.asp>).

ADB Recommended Hotels in Ortigas Area
(rates are ADB rates, available for all conference participants)

1. EDSA Shangri-La, Ortigas area, ADB rates between \$126-176
Website: <http://www.shangri-la.com/en/property/manila/edsashangri-la>
2. Holiday Inn Galleria, Ortigas area, ADB rates between \$85-\$135
Website: <http://www.ichotelsgroup.com/h/d/hi/1/en/hotel/mnlg1?rpb=hotel&crUrl=/h/d/hi/1/en/hotelsearchresults>
3. Discovery Suites, Ortigas area, ADB rates between \$93-\$180
Website: <http://www.discoverysuites.com/>
4. The Linden Suites, Ortigas area, ADB rates between \$93-\$123
Website: <http://www.swiss-belhotel.com/linden/linden.html>
5. The Richmond Hotel, Ortigas area, ADB rates between \$78-\$100
Website: <http://www.richmondhotel.com/>
6. Astoria Plaza, Ortigas area, ADB rates between \$78-\$121
Website: <http://www.astoriaplaza.com/>
7. Crowne Plaza Galleria Manila, Ortigas area, ADB rates between \$100-\$130
Website: <http://www.ichotelsgroup.com/h/d/cp/1/en/hotel/mnlcp?hotelCode=mnlcp&requestid=28309>
8. Ascott Hotel (Oakwood Premier), Makati area, ADB rates between \$121-\$264
Website: <http://www.ascottmakati.com/home.htm>
9. Dusit Hotel Nikko Manila, Makati area, ADB rates between \$100-\$116
Website: <http://manila.dusit.com/>
10. Mandarin Oriental Hotel, Makati area, ADB rates between \$125-\$170
Website: <http://www.mandarinoriental.com/manila/>
11. Hotel-Inter-Continental Manila, Makati Area, ADB rates between \$110-\$126
Website: <http://www.ichotelsgroup.com/h/d/ic/1/en/hotelsearchresults?bcFrom=null&packageRatesFlag=null&requestid=29876>
12. The Peninsula Manila, Makati area, ADB rates between \$105-\$169
Website: <http://manila.peninsula.com/>
13. The Heritage Hotel, Pasay area, ADB rates between \$88-\$132
Website: <http://www.millenniumhotels.com/ph/heritagemanila/index.html>