

**Mainstreaming Gender Equality in Infrastructure Projects:
Asia and Pacific Regional Meeting**

*Sponsored by the MDB Working Group on Gender
10-11 November 2008, ADB Manila*

General Information Guide to Participants

Thank you for confirming your participation to this regional meeting.

I. MEETING VENUE

The Regional Meeting on Mainstreaming Gender Equality in Infrastructure Projects will be held on 10-11 November 2008 at ADB Headquarters, No. 6 ADB Avenue, Mandaluyong City, Philippines. Plenary sessions will be conducted at Auditorium D while the breakout sessions will be conducted at Auditoriums B and D.

All participants are invited to a *cocktail reception* on 10 November 2008, hosted by ADB, in the ADB Courtyard from 6:30-8:00 p.m.

II. AIRPORT TRANSFERS

Upon arrival in Manila, please proceed to the International Organizations Desk located at the airport lobby where an ADB contact person will direct you to the taxi queue (at the Arrival Area) for your transfer to the hotel.

For your convenience, you may avail of accredited fixed rate or metered taxis. Accredited transfer services on a pre-paid coupon basis currently charge a rate of Philippine Peso (PhP) 610 (about US\$12.50 at exchange rate of PhP49=US\$1.00 as of 28 Oct 2008) if drop-off or pick up point is within Ortigas Center, where ADB and EDSA Shangri-la Hotel are located. Accredited NAIA metered taxis (different from regular taxis) generally fetch lower rates than pre-paid transfer services.

For your departure, it is recommended that you leave the hotel 3 hours before your flight. A terminal fee of PHP750 is due at the airport.

III. HOTEL ACCOMMODATION IN MANILA

Majority of participants will be booked at EDSA Shangri-La Hotel (1 Garden Way, Ortigas Center, Mandaluyong City, Manila, Philippines, Tel No. 0063-2-633888, Fax: 0063-2-63111067, website: www.shangri-la.com). Please see vicinity map in the next page. If you wish to avail of the ADB group rate, kindly coordinate directly with EDSA Shangri-la's contact person below:

Ms. Owen Relucio-Samonte
Senior Events Manager
EDSA Shangri-La Hotel
Email: owen.samonte@shangri-la.com
Tel No. (63-2) 6369067; Fax No. (63-2) 6327335

The EDSA Shangri-La Hotel is walking distance from ADB (15 minutes) but we have also arranged for the hotel shuttle in the morning and in the afternoon/evening as follows:

Monday, 10 November: Departure from Hotel Lobby (Garden Wing 1) to ADB - 7:30 a.m.
Departure from ADB Main Lobby to Hotel – 8:00 p.m.

Tuesday, 11 November: Departure from Hotel Lobby (Garden Wing 1) to ADB - 8:00 a.m.
Departure from ADB Main Lobby to Hotel – 6:00 p.m.



IV. REGISTRATION AND EVENT MATERIALS

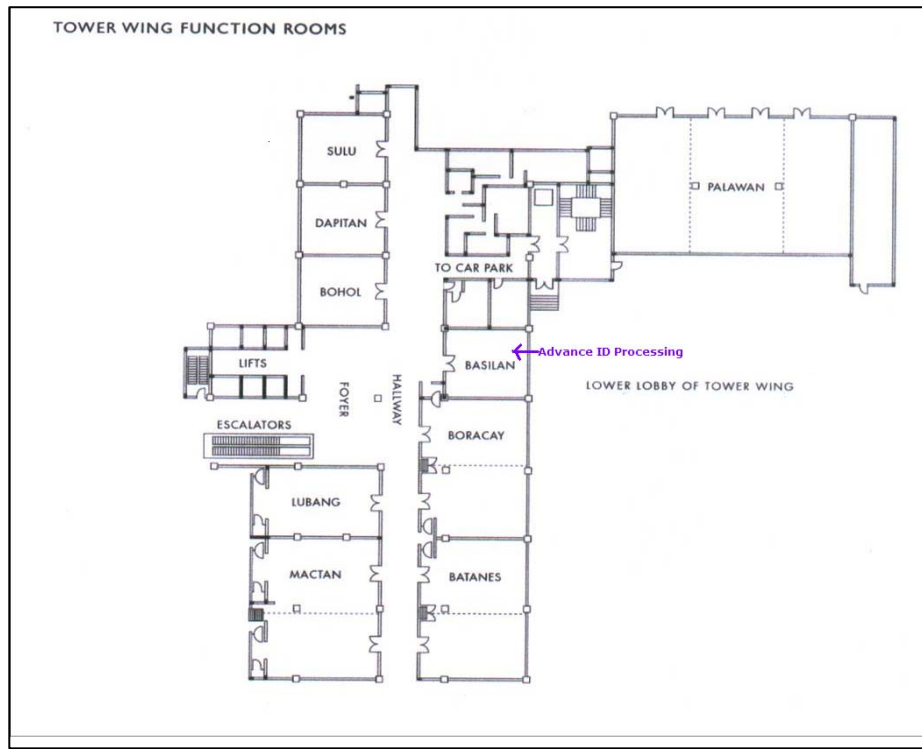
Participants are requested to daily sign the registration sheet and obtain Meeting materials at the Registration Desk outside the Auditorium. Event information and materials will be posted on the ADB website. The Event's webpage will be online by 30 October 2008 at <http://adbweb/Documents/Events/2008/Gender-Equality-Infrastructure/default.asp>.

V. ACCESS TO ADB

Access by participants to the ADB building is allowed only through a visitor registration system. All those who have confirmed their participation have been enlisted in the system and will be issued Events ID pass upon presentation of any valid ID with photo (e.g., passport or driver's license). Please use the main entrance along ADB Avenue to obtain your Events ID pass.

To facilitate ID processing, we have arranged advance ID processing at the EDSA Shangri-La Hotel, Basilan Room on Sunday, 9 November from 5:00 p.m. to 9:00 p.m.

The ADB-issued Conference IDs will be valid throughout the duration of the Meeting and will allow participants to get in and out of ADB through its various gates. Please wear the ID at all times while inside ADB premises.



VI. MEALS

Snacks will be served in the morning and in the afternoon during the Meeting. Lunch will be served at the ADB Executive Dining Room Coffee Lounge (second floor, take the spiral stairways near the Auditoriums). Signs will be posted to show the way.

VII. DIETARY RESTRICTIONS

Please let us know if you have dietary restrictions so we can make suitable arrangements.

VIII. Country Information

Check out this website for information about the local weather, currency, transport, business hours, and others <http://www.gov.ph/aboutphil/vinfo.asp>

IX. Location of Miscellaneous Services/Facilities at ADB Headquarters Building

ADB Cafeteria	Level 1, Special Facilities Block
ADB Cashier	Ground Floor, Office Tower Building
Commercial Banks	Ground Floor, Office Tower Building
In-Plant Travel Agent	Level 1, Office Tower Building
Library	Level 1, Office Tower Building
Medical/Dental Clinic	Level 2, Special Facilities Block
Personal Counter (for phone cards, courier services, etc.)	Ground Floor, Office Tower Building
Post Office	Ground Floor, Office Tower Building

X. INQUIRIES

Should you need additional information about the Event, please contact:

Program and Content

ADB: Sonomi Tanaka (stanaka@adb.org)

The World Bank: Dominique M. Lallement (dlallement@worldbank.org)

Travel and Other Arrangements:

The World Bank: Kayoko Medlin (kmedlin@worldbank.org)
Mame Niasse (mniasse@worldbank.org)

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