



# Green Business Forum for Asia and the Pacific

## Investing in a Sustainable Future



22–24 November 2016 • ADB Headquarters

### GENERAL INFORMATION NOTE

The Asian Development Bank (ADB) welcomes you to the Green Business Forum for Asia and the Pacific. The following information will provide you some guidance prior to and during the forum.

#### Venue

The Forum will be held at Auditorium A to C of the ADB Headquarters located in No. 6 ADB Avenue, Mandaluyong City, Philippines.

#### Access to ADB and Registration

Access by participants to the ADB building is regulated through a visitor registration system. All those who have received confirmation notice from the “ADB Green Business Forum” have been enlisted in the system, and will be issued an event-specific ID pass upon presentation of any valid ID with photo (e.g., passport or driver’s license) at the Visitor Registration Facility in the front gate of ADB.

The ADB issued event-specific IDs will be valid throughout the duration of the conference 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.**

To facilitate processing of the ADB-issued ID, we strongly encourage you to please be in ADB for the registration which will start at 8:00 am on 22 November at the table outside the ADB Auditorum.

#### Language

English is the working language of ADB and all business sessions will be conducted in English. It is important that attendees’ have knowledge of the English language to permit their active participation in the sessions.

#### Hospitality Arrangements

Daily lunches and light snacks will be provided by ADB. All participants are invited to the ADB Cocktails Reception on 22 and 23 November at 6:00 pm at the Courtyard in the ADB headquarters.

#### Travel Arrangements

It is expected that arrangements for travel, hotel and visa will be done by the participants themselves. Please check and arrange for your visa, if necessary. The official invitation letter can be attached as supporting document to the visa application. Please ensure that passports are valid for at least six months beyond the intended date of entry in the Philippines.

#### Visa Requirements

Many nationals are allowed to enter the Philippines without visas for a stay not exceeding 30 days. The list of countries for which this applies can be found at <http://www.dfa.gov.ph/index.php/list-of-countries-for-21-day-visa>. For



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more information about Philippine visa requirements, please refer to <http://www.dfa.gov.ph/index.php/consular-services/visa-information>

### Hotel Accommodation

Self-funded participants may stay at different hotels near ADB. Below is a list of recommended hotels with the corresponding contact persons:

#### Discovery Suites

25 ADB Avenue, Ortigas Center, Pasig City

Ms. Rhea Rolda, Director of Sales ([rrola@discovery.com.ph](mailto:rrola@discovery.com.ph) / [reservations@ds.discovery.com.ph](mailto:reservations@ds.discovery.com.ph))

Website: <http://www.discoveryhotels-resorts.com/destinations/where-is-ortigas-philippines/>

#### Edsa Shangri-La Hotel

1 Garden Way, Ortigas Center, Mandaluyong City

Ms. Doris Tiu, Sales Manager ([doris.tiu@shangri-la.com](mailto:doris.tiu@shangri-la.com) / [reservations.esl@shangri-la.com](mailto:reservations.esl@shangri-la.com))

Website: <http://www.shangri-la.com/manila/edsashangrila/>

#### Marco Polo Ortigas Manila

Meralco Avenue & Sapphire Street, Ortigas Center, Pasig City

Ms. Kristine Dagdag, Sales Manager ([kristine.dagdag@marcopolohotels.com](mailto:kristine.dagdag@marcopolohotels.com) / [resv.mnl@marcopolohotels.com](mailto:resv.mnl@marcopolohotels.com))

Website: [http://www.marcopolohotels.com/en/marco\\_polo/hotels/philippines/manila/marco\\_polo\\_manila/index.html](http://www.marcopolohotels.com/en/marco_polo/hotels/philippines/manila/marco_polo_manila/index.html)

#### Oakwood Premier Joy~Nostalg Center Manila

17 ADB Avenue, Ortigas Center, Pasig City

Mr. Francis Tongson, Sales Manager ([francis.tongson@oakwoodasia.com](mailto:francis.tongson@oakwoodasia.com))

<http://www.oakwoodpremiermanila.com/>

### Airport Transfers

Arrangements for airport transfers can be done through your choice of hotel or by taking taxis. For convenience, accredited fixed rate or metered taxis can be availed from the airport. Accredited transfer services (opposite the exit door) on a pre-paid coupon basis currently charge a rate of around Philippine Pesos (PhP) 650-700 (approx. US\$14-15) at exchange rate of PhP48.00 per US\$1.00 if drop off or pick-up point is within Ortigas Center – where ADB and ADB accredited hotels are located. Accredited airport metered taxis (different from regular taxis) located at the left side of the exit door, generally fetch lower rates (approx PhP500) but may vary depending on travel time and traffic condition. It is advised to order directly at the taxi stand to go to “Ortigas/ADB”.

Due to occasional heavy traffic between the hotel and the airport, it is advisable to leave for the airport at least 4 hours before the flight departure. The international terminal fee, Philippine travel tax and departure tax are included in the ticket cost.



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### Airport Assistance

An International Organizations Reception Desk [IORD telephone numbers (632) 877-1109, local 2891; (632) 833-8756] is located at the arrival area of Ninoy Aquino International Airport (NAIA) Terminals 1 and 3 with an ADB Airport Representative. Operational hours are from 8:00 a.m.–11:00 p.m.

### Insurance

Please note that ADB does not provide travel, health or emergency care, or any other type of insurance for participants. Kindly ensure that you are adequately covered during the Forum.

### Location of Miscellaneous Services/Facilities at ADB Headquarters Building

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

### Tourist Attractions

Popular tourist attractions include, among others, Intramuros (old Spanish habitat, Fort Santiago, San Agustin church) in Manila, the Ayala Museum (gold exhibit and Philippine history dioramas) in Makati, and the pearl market in Greenhills.

### Currency and Time Zone

The Philippine national currency is the Peso (PhP). It is worth approximately PhP48.00 to the USD and PhP53 to the EUR. Banks are available at the airport to exchange currency. The time zone is 8 hrs before London time (GMT), during European winter time.

### Power Voltage

The standard voltage is 220 V. The standard frequency is 60 Hz. The power sockets that are used are of type A /B / C.

### Country Information

For information on local weather, currency, transport, business, etc., please visit the following websites:

<http://www.tourism.gov.ph/SitePages/generalinformation.aspx>

<http://www.philippinecountry.com/>

<http://www.philippines-travel-guide.com/information-on-the-philippines.html>