The Asian Development Bank (ADB) welcomes you to the Asia-Pacific Social Protection Week: Social Protection in a Changing World (APSP 2023). The following information will provide some guidance prior to and during the workshop.

**Visa and Entry Requirements**

Please ensure that your passport is valid for travel (more than 6 months from the date of arrival).

For all participants requiring visa, please ensure that you have the complete documents prior to departure. For visa requirements, please visit: [https://dfa-oca.ph/services/visa/](https://dfa-oca.ph/services/visa/)

**Arrival in Manila**

Upon arrival in Manila at the Ninoy Aquino International Airport (NAIA-Terminals 1 and 3), please proceed to the International Organizations Desk which is located right after the customs clearance area. An ADB contact person will direct you to the taxi queue (at the Arrival Area) for your transfer to the hotel. If arriving at Terminal 2, please proceed to the taxi queue outside the arrival area. Accredited NAIA metered taxi services on a cash basis may be taken from the airport to Ortigas Center (where ADB is located) for an approximate rate of Philippine Peso (PHP) 900 (about US$16.00).

**COVID Rules for Entry to the Philippines**

Simple entry protocols to the Philippines continue to be in effect. Based on the latest guidelines from the Department of Foreign Affairs, foreign nationals and Filipinos who have received primary series COVID-19 vaccine and at least one COVID-19 booster shot no longer need an RT-PCR or Antigen test. All others are required to present a negative result of an RT-PCR Test taken within 48 hours OR Rapid
Antigen test administered and certified by a healthcare professional in a healthcare facility, laboratory, clinic, pharmacy or similar, taken within 24 hours before departure from the country of origin.

All Proofs of Vaccination Status are now acceptable when entering the Philippines.

ADB Travelers are advised to register with [eTravel - Philippine One-Stop Electronic Travel Declaration System](#) for a smoother and quicker entry process. Without the eTravel registration, entry will take longer since documents will need to be verified manually upon arrival. Please note that upon completion of your registration, it will issue you an eTravel personal QR code, please ensure to take a screenshot. Registration for eTravel is FREE.

## Hotel Accommodation in Manila

<table>
<thead>
<tr>
<th>Name of the hotel</th>
<th>ADB Rate / Amenities</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crowne Plaza</td>
<td>Standard room: PhP 5624 net Deluxe room: PhP 6973 net Inclusions: Breakfast and Internet access</td>
<td>Ms. Doris Tiu ADB Ave. Corner Ortigas Ave. Ortigas Center, Pasig City Phone: +632 87903100 Email: <a href="mailto:doris.tiu@ihg.com">doris.tiu@ihg.com</a></td>
</tr>
<tr>
<td>Discovery Suites</td>
<td>Junior suite: PhP 5000 net Bedroom suite: PhP 5500 net Inclusions: Breakfast, access to a fitness club, complimentary local calls, daily replenishment of coffee, water, tea, and Internet access</td>
<td>Ms. Paola Roxas 25 ADB Ave. Ortigas Center, Pasig City Phone: +632 7719 8888 Email: paola.roxas@discover y.com.ph</td>
</tr>
<tr>
<td>EDSA Shangri-la</td>
<td>Deluxe room: PhP 6170 net Inclusions: Breakfast and Internet access</td>
<td>Ms. Michele Castro 1 Garden Way, Ortigas Center Mandaluyong City Phone: +632 86338888 Email: michele.castro@shan gri-la.com</td>
</tr>
<tr>
<td>Holiday Inn Manila Galleria</td>
<td>Deluxe room single: PhP 5000 net Deluxe room double: PhP 6000 net Inclusions: Breakfast and Internet access</td>
<td>Ms. Doris Tiu 1 ADB Ave., Ortigas Center, Pasig City Phone: +632 87909400 Email: <a href="mailto:doris.tiu@ihg.com">doris.tiu@ihg.com</a></td>
</tr>
<tr>
<td>Hotel</td>
<td>Room Type</td>
<td>Room Price</td>
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<tr>
<td>---------------</td>
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</tr>
<tr>
<td>Joy Nostalg</td>
<td>Studio Executive room</td>
<td>PhP 5800 net</td>
</tr>
<tr>
<td></td>
<td>Bedroom Suite</td>
<td>PhP 6150 net</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Marco Polo</td>
<td>Superior room</td>
<td>PhP 5500 net</td>
</tr>
<tr>
<td></td>
<td>Deluxe room</td>
<td>PhP 5900 net</td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westin Manila</td>
<td>Deluxe Room (Single)</td>
<td>PhP8,500.00nett per night</td>
</tr>
<tr>
<td></td>
<td>Deluxe Room (Double)</td>
<td>PhP9,500.00nett per night</td>
</tr>
</tbody>
</table>

**Venue Access Registration, Security, and Health Protocol at ADB**


**Address:**
Asian Development Bank<br>6 ADB Avenue, Ortigas Center<br>Mandaluyong City 1550, Philippines

Auditorium Zones 1-4 are the venues for the Plenary and Breakout Sessions. Multifunction Hallway is the venue for the Networking Marketplace.
Access by participants to the ADB building is allowed only through a visitor registration system.

**Access Registration**

Registration and daily check-ins on 26-28 September 2023 will be at 8:00 am – 9:00 am. Please ensure that registration / daily check-in time is strictly observed.

Upon arrival at the Visitors’ Reception Area, registered participants will be required to present passport, or any VALID government issued ID with photo (e.g. passport or driver’s license) for verification and issuance of APSP event badge (ADB-issued ID). The event badge will be valid throughout the duration of the workshop (26-28 September 2023) and should be worn at all times while inside ADB premises.

Daily check-in via EventsAIR will be at the Auditorium Hallway, prior to entering the Auditoriums. Check-in will only take less than a minute and will serve as your attendance to the workshop.

Please ensure that you arrive at the ADB Main Gate 10-15 minutes before the actual schedule for seamless registration and ADB ID issuance.

**Security and Health Protocol**

- If you are not feeling well, please advise the Secretariat and ADB Incident Coordinator through the following and stay in your hotel: Mobile: +63 286325220 or +63 9999995220 or Email incidentcoordinator@adb.org
- You are reminded to bring with you your original vaccination card/certificate (fully vaccinated) and any government-issued photo ID.
- Enter the compound via the Guadix Drive Gate or Bank Drive Gate or ADB Avenue Gate.
- Enter the building via the West Core Lobby or Main Lobby.
- Proceed to the Access Control Officer (receptionist) desk, and show your vaccination card/certificate. Once cleared, you will be issued a Visitor’s Pass with a green sticker.

**Food and Drinks**

Tea/Coffee and light snacks will be served in the morning and afternoon breaks at the Auditorium Gallery. Lunch will be served in the Executive Dining Room, 2nd floor, Special Facilities Block.

**ADB will host a Networking Cocktail Reception on 26 September 2023 at ADB Courtyard.**

Restaurants that serve dinner are located a few minutes’ walk outside ADB (cafeteria and coffee shops).
Presentations and/or Other Materials

All presentations and/or training materials will be available on the website and the event app.

Weather

Manila weather: throughout September, the most common forms of precipitation are moderate rain, thunderstorms, and light rain. The event venues are air-conditioned and the temperature range is about 24 degrees Celsius (about 75 Fahrenheit).

For information about the local weather, currency, transport, business hours, and more visit: http://www.tourism.gov.ph

Dress Code

Participants are encouraged to observe a corporate business attire or business casual dress code.

Lost and Found

Please take care of your personal belongings while inside the ADB premises. Lost and found items at the workshop venues will be safekept by the event secretariat at the Secretariat’s desk, Auditorium Hallway. By the end of the event, any unclaimed items will be turned over to the ADB Security Detachment Office in G317. Unclaimed items will be donated after 6 months.

Currency Exchange and ATM

The official national currency in the Philippines is Peso.

Currency exchange and ATMs are available at the airport and ADB Headquarters

Banks are generally open from Monday to Friday from 9:00 a.m. until 3:00 p.m.

American Express, Mastercard, and Visa card are accepted widely in Manila.
Medical Facilities

A medical clinic is available at ADB Headquarters for limited emergency services. Private hospitals are located around 15 minutes from ADB Headquarters.

Location of Miscellaneous Services/Facilities at ADB Headquarters Building

- ADB Cashier: Ground Floor, Office Tower Building
- Commercial Banks: Ground Floor, Office Tower Building
- Travel Agents: Ground Floor, Office Tower Building
- Personal Counter (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
- Prayer Room: Quiet Room 1875, Level 1, Special Facilities Block (at the back of Auditoriums)

Departure from Manila

On your departure from Manila, you are advised to confirm ahead of time with the hotel desk regarding your transfer arrangement to the airport or you can take a regular taxi to go to the airport. Due to the occasional heavy traffic between Ortigas Center and the airport, it is advisable to leave for the airport at least four (4) hours before your flight departure. The car that will bring you to the airport will be at the lobby 4 hours before your flight time.

Accredited NAIA fixed rate or yellow metered taxis are available outside the arrival area of NAIA terminals. Please prepare Philippine Pesos to pay the driver. Foreign exchange facilities are available in the airport.

There are also accredited transfer services on a pre-paid coupon basis which currently charge a rate of PhP670 to PhP850 (or about US$15 to US$19) if drop-off or pick-up point is within the vicinity of ADB (Ortigas area).

Accredited NAIA metered taxis— different from regular taxis - generally charge lower rates than pre-paid transfer services but may vary depending on travel time and traffic condition.
Event Secretariat

For content-related queries: Anand Ramesh Kumar (arameshkumar@adb.org) or Lydia Domingo (ldomingo@adb.org) with copy to Maria Genieve E. Ong (medar.consultant@adb.org).

For flights, airport transfers and hotel-related queries: Imelda O. Marquez (imarquez@adb.org), with copy to Christine C. Linaza (clinaza.consultant@adb.org) and Flordeliza C. Huelgas (fhuelgas.consultant@adb.org).

For other logistics-related queries: sdtq@adb.org.

Emergency Contact Numbers

Travel Emergency: 632-4444 local 5166; 632-4444 local 70610

Airport assistance: 877-1109 local 2891 / 833-8756

Airport transfers: ECLPI (632) 855-7731, (632) 886-9931 to 39 loc. 801 & 804

ADB Security: +63 2 6325220; +63 2 999 999 5220

Other emergency concerns: Please contact the secretariat (listed above)
Attachment 1: Map of Ninoy Aquino International Airport Terminal 1

METRO MANILA, PHILIPPINES
NINoy Aquino International Airport (NAIA) Terminal 1

ADB Counter
+63 2 833 8756 / +63 999 999 2727

Updated as of 08 September 2015
NAIA Terminal 1 ABV

Key:
- ADB Counter
- Airline Gates
- ATM
- ATM / Cash Dispenser
- Baggage Claim
- Customs
- Flight Information
- Foreign Exchange
- Hotel Information
- Immigration
- Inter-Terminal Shuttle
- Medical Clinic
- Restrooms
- Security Office
- Taxi
- VIP
- VIP Lounge
Attachment 2: Map of Ninoy Aquino International Airport Terminal 2

There is no ADB Counter in NAIA Terminal 2. For coordination, contact the ADB Counter at NAIA Terminal 1, +63 2 833 8756 / +63 999 999 2727

Updated as of 08 September 2015
NAIA Terminal 2 ABV

Airline Gates
ATM / Cash Dispenser
Baggage Claim
Customs
Flight Information
Foreign Exchange
Hotel Information
Immigration
Inter-Terminal Shuttle
Medical Clinic
Restrooms
Security Office
Taxi
VIP Lounge
Attachment 3: Map of Ninoy Aquino International Airport Terminal 3

**Arrivals**

Ground & Second Levels
- Public Parking
- Inter-Terminal Shuttle for Ticketed passengers only (Access via Diplomatic parking)
- ADB Counter
- Airline Gates
- ATM / Cash Dispenser
- Baggage Claim
- Customs
- Flight Information
- Foreign Exchange
- Immigration
- Inter-Terminal Shuttle
- Medical Clinic
- Restrooms
- Security Office
- Taxi
- VIP

**Departures**

Third Level
- International Travel Tax Counters
- Check-in Counters
- Passengers Entrances
- ADB Counter
- +63 2 6324040 / +63 2 511 0648 / +63 999 999 2727
- Updated as of 13 November 2018

**Naia Terminal 3 ABV**

Baggage Claim
- Customs
- Immigration
- Restrooms
- Medical Clinic
- Taxi
- Security Office
- Foreign Exchange
- ADB Counter
- +63 2 6324040 / +63 2 511 0648 / +63 999 999 2727
- Updated as of 13 November 2018