



Asia-Pacific Natural Capital Forum 2023

Mainstreaming Natural Capital Assessments to Address Climate-Food-Nature Nexus

7–9 November 2023, Hybrid, ADB Headquarters, Manila, Philippines



Guide for ADB-Funded Participants

Welcome!

The **Asia-Pacific Natural Capital Forum 2023 (#NatCapForum2023)** is an excellent venue to dialogue and collaborate towards promoting innovative and sustainable finance solutions that support and enhance the natural capital that fuels economies and livelihoods.

The #NatCapForum2023 will gather over 200 participants from the Asian Development Bank developing member countries, public and private sector organizations, multilateral development banks and development partners, nongovernment and civil society organizations, academia, local stakeholders and other practitioners engaged in natural capital and agriculture.

Confirmed participants can check the **Guide for Registration** in the **#NatCapForum2023** website: <https://adb.eventsair.com/naturalcapitalforum2023>.

Program

With the theme “**Mainstreaming Natural Capital Assessments to Address Climate-Food-Nature Nexus**,” **#NatCapForum2023** aims to:

- enhance awareness and understanding of natural capital approaches;
- strengthen policies; and
- foster sustainable finance solutions that support and enhance natural capital.

Online Discussions

Participants, speakers, and guests of **#NatCapForum2023** can join online discussions via Zoom and by posting your thoughts on Facebook, X (Twitter), and LinkedIn using the hashtag **#NatCapForum2023** Share your feedback, insights, and even after the Forum.

Visit the [NatCapForum2023](https://adb.eventsair.com/naturalcapitalforum2023) page regularly to read announcements and reminders from the Forum Secretariat: <https://adb.eventsair.com/naturalcapitalforum2023>.

Travel Essentials

1. Venue and Facilities

The Forum will be held at the ADB Multifunction Halls 1 and 3 on the first floor. Signages will be placed in the hallways. If in doubt, ask the Forum Secretariat.



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Participants are also free to use the following ADB facilities during the Forum:

- ADB Staff Hub Level 1, Special Facilities Block
- Executive Dining Room Level 2, Special Facilities Block
- ADB Cashier Ground Floor, Office Tower Building
- Commercial Banks Ground Floor, Office Tower Building
- Travel Agents Ground Floor, Office Tower Building

- Library, Level 1, Office Tower Building
- Medical/Dental Clinic, Ground floor, Special Facilities Block
- Pharmacy, Ground floor, Special Facilities Block
- Personal Counter (for phone cards, Ground Floor, Office Tower Building, Courier services, etc.)
- Post Office, Ground Floor, Office Tower Building

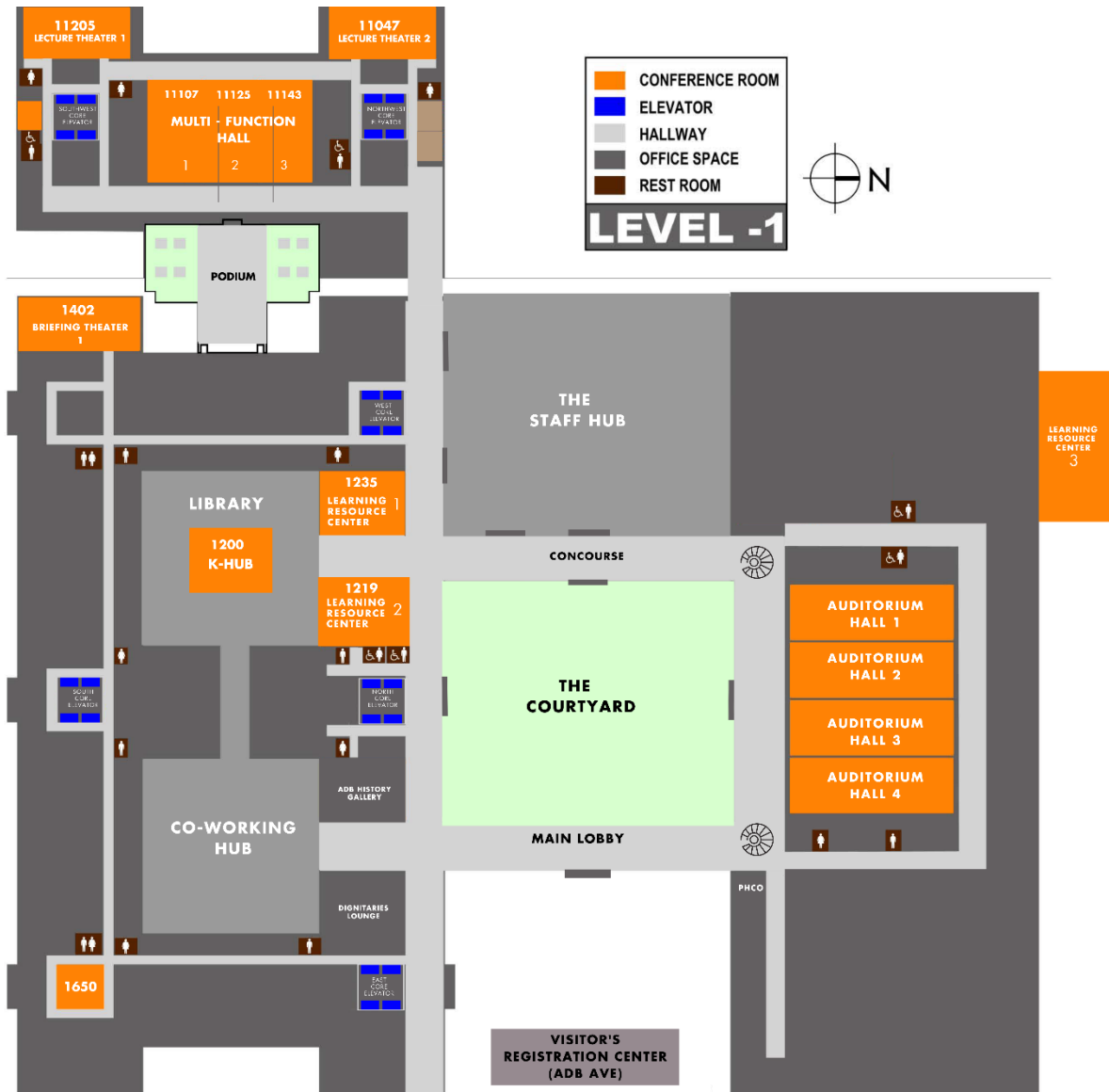
For your guidance, here is the map of the ADB first floor. In case you need help, please ask ADB security personnel.



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2. Registration and Forum Badge

Online Registration. Online registration via [Zoom](#) for the Forum will open until 6 November, 5:00 p.m. (GMT+8, Manila Time).

Access to ADB. All registered participants must show a photo ID (e.g., passport or driver's license) and the confirmation letter to get the Natural Capital event badge to enter the ADB premises. The badge will be valid from 7-9 November 2023. Please always wear your Forum badge while inside ADB premises or when leaving and entering ADB, and during the study tour on 8 November.

The event ID badge is distinguished by color:

Color	For
Yellow	Participants
Orange	Organizers

ADB Security. For security reasons:

- ADB will not accept walk-in participants who have not registered online or were not registered by the Forum Secretariat and did not receive confirmation letters/emails; and
- ADB will not accept participants replacing registered self-funded participants who were not registered by the Forum Secretariat and did not receive confirmation letters/emails.

3. Dress Code and Conduct

Dress Code. Participants are requested to come in business attire during the Forum. We advise that you wear comfortable shoes since the ADB building has long hallways. Take note that the ADB Headquarters is fully air-conditioned.

During the study tour during the second day of the Forum on 8 November (Wednesday), participants are advised to wear light clothing and comfortable footwear. Please bring your own umbrella or light jacket in case of rain.

Conduct. We expect all Forum participants to conduct themselves professionally and respectfully.

4. Food and Drinks During the Forum

Coffee will be available starting 8:00 a.m. Morning and afternoon snacks will be served at the Multifunction Hall hallways during the session breaks.

Daily lunches will be served at the following location:

- 7 November, lunch will be served at the Mezzanine located on the second floor of the Staff Hub.
- 8 November, lunch will be served at the Crown Royale Hotel during the study tour.



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- 9 November, lunch will be served in Private Dining Rooms 2,3, 3A,4, and 6, which can be accessed using the spiral staircase near the auditorium.

Halal and vegetarian meal options will be provided.

ADB will host welcome cocktails on the evening of 7 November at the Multifunction Hall hallways. Participants are encouraged to use this time to broaden the network and get to know their peers.

Please be aware of sudden venue changes and other announcements via voice-overs, digital display or email blasts.

Forum Essentials

1. Travel and Visa

For ADB-funded participants, a roundtrip air ticket from the participant's country of origin to/from Manila via the most direct and cost-effective route and in accordance with ADB travel rules and regulations will be arranged by ADB. Participants will receive an electronic ticket through email. (Please note that it will not be possible to change the travel details after the ticket has been issued.)

Keep your original inbound boarding passes and e-ticket and submit to the Forum Secretariat on **7 November 2023**. For Philippine visa, please make sure that you have prepared the required travel documents to enter the Philippines as early as possible. Your passport must be valid for at least six months beyond the intended date of entry into the Philippines.

Many nationals can enter the Philippines without visas for a stay not exceeding 21 days. Please check out the Official Website of the Republic of the Philippines' [Department of Foreign Affairs](#) for information about visa requirements.

Some Indian and Chinese nationals may be exempt from the visa requirement if they fall under either criteria A (for Chinese) or B (for Indians) as provided by the Philippine Bureau of Immigration.

2. Airport and Transfers

No airport transfers will be arranged for the forum participants.

Your hotel can help arrange your airport transfers from the Ninoy Aquino International Airport (NAIA). Please call the hotel in advance to ask about this service. You can also take accredited fixed rate or metered taxis explained below. Accredited NAIA metered taxis (different from regular taxis) generally fetch lower rates than prepaid transfer services.

The international terminal fee and Philippine travel tax are usually included in the ticket cost.

Due to frequent heavy traffic between Ortigas Center and the airport, we strongly suggest that you leave for the airport at least 4 or 5 hours before your flight departure.



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3. Arrival in Manila

Terminals 1 and 3

Upon arrival in Manila at the Ninoy Aquino International Airport (NAIA)-Terminals 1 and 3, you may proceed to the International Organizations Desk 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. The ADB representative will be present from 8 am to 11 pm. If you arrive earlier or later than this, you may approach the airport transportation desk or proceed directly to the taxi queue or book through Grab.

- ADB Representative contact number in Terminal 1: +63 2 8833 8756
- ADB Representative contact number in Terminal 3: +63 999 999 2727

Terminal 2

If arriving at Terminal 2, please proceed to the taxi queue outside the arrival area. It is also recommended to book your car through Grab through this link: <https://www.grab.com/global/airport-rides/ninoy-aquino-international-airport/>

Accredited transfer services on a pre-paid coupon may be taken from the airport to Ortigas Center (where ADB is located) for an approximate rate of PhP845 (about US\$16.00). Accredited NAIA metered taxis (an alternative to prepaid coupon taxis) generally fetch lower rates than pre-paid transfer services.

4. Hotel Accommodation

ADB-funded participants will be staying at the **Holiday Inn Manila Galeria**, a 4-minute walk from ADB.

Holiday Inn Manila Galeria
One Asian Development Bank Avenue, Pasig City, 1655 Philippines
Tel No. +63 2 8790 9400
Website: www.holidayinn.com

ADB will cover hotel accommodation cost of ADB-sponsored participants from 6–10 November 2023. Any incidental charges (i.e., laundry, minibar, international calls, room services, extended stay, etc.) will be charged to the participant's personal account. Before checking out, participants are expected to settle these incidental charges with the hotel.



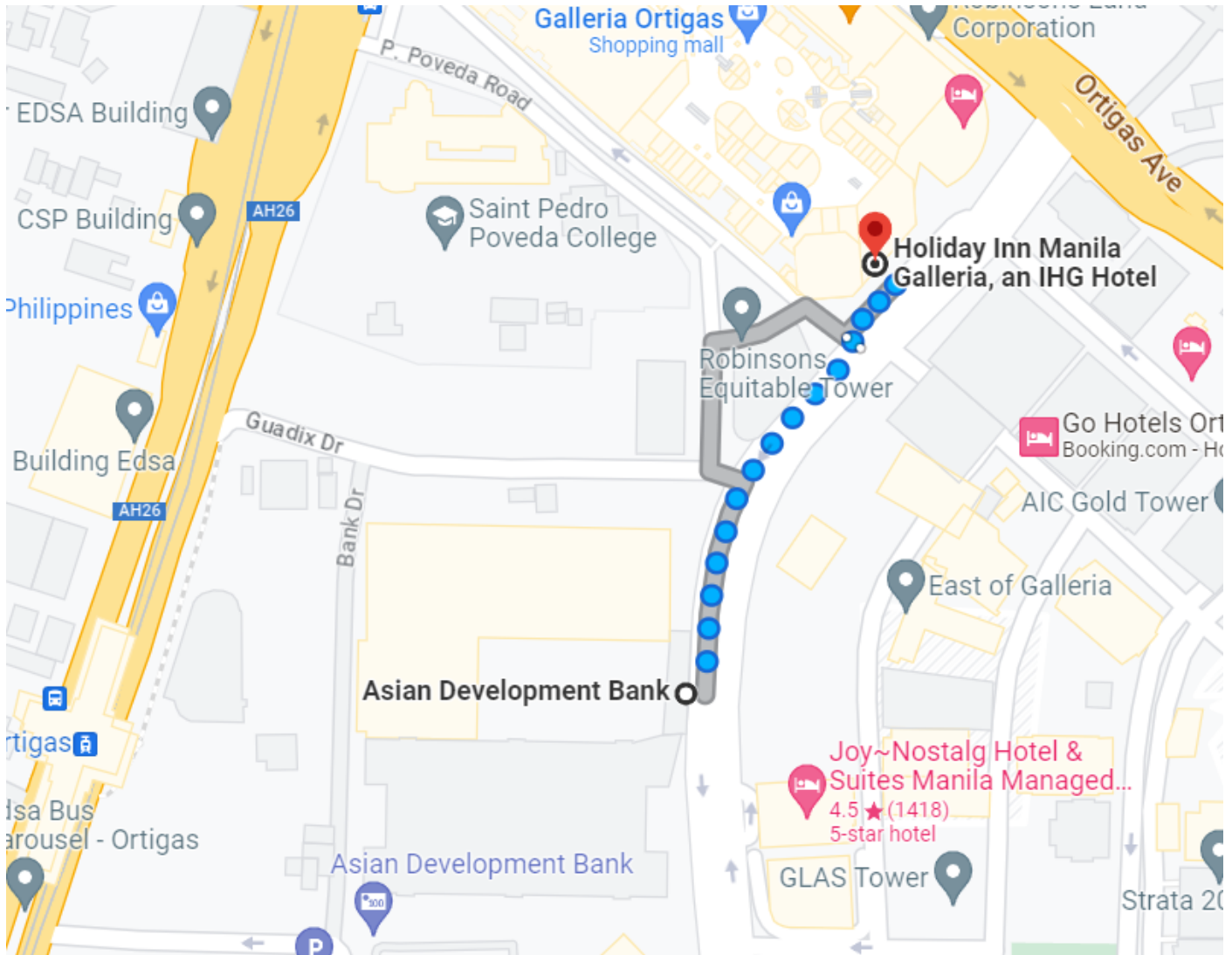
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ADB-Holiday Inn Galleria Manila Map





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5. Distribution of Allowances for ADB-Sponsored Participants

ADB-sponsored participants are provided with modest subsistence and miscellaneous travel allowance during their stay in Manila.

To facilitate processing of applicable allowances and/or reimbursements, please submit the following documents to the Forum Secretariat (located at registration desk, outside the Multifunction Hall 1) during coffee breaks on or before **7 November 2023**:

- Original or copy of itinerary or air ticket;
- Original receipt (or proof of payment) for the purchase of the ticket, if cost is to be reimbursed (**unpaid invoice will not be accepted**);
- Original boarding passes (inbound) or passport stamps of arrival (in case of missing boarding passes); and
- Original visa receipt (as applicable).

Payment of allowances and/or reimbursements are made during coffee breaks upon submission of all relevant documents.

Study Tour

A one-day study tour to the City of Balanga Wetland and Nature Park and nearby areas (Amanda's Marine Products and the in Bataan will be conducted on 8 November. The City of Balanga in Bataan is 2.5-3 hours (129 km) from ADB. ADB-funded participants are required to join the study tour. Transportation and food will be provided, including packed breakfast.

Assembly time is 5:30 am–6:00 am at the ADB Main Lobby. Vans will leave promptly at 6 am. Upon arrival, participants are requested to claim their study tour packet and packed breakfast and then proceed to the van that is waiting to be filled up. Each van will accommodate 8 persons, excluding the driver. Each van will be accompanied by a member of the organizing team during the trip. Attendance will be checked regularly to ensure that all participants are accounted for. ADB security with first aid training will also be present.

There will be a 15-minute restroom break each to (San Simon Total in Apalit, Pampanga) and from (Caltex NLEX San Fernando) Balanga.

A full day of activities is planned. Please wear comfortable clothing and shoes, including an umbrella or jacket, in case of rain. Local products will be available for sale with only local currency (Philippine peso) accepted.

Departure from Balanga is scheduled at 4pm with estimated time of arrival in ADB at around 7 pm.



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About Manila

The Philippines is an archipelagic country in Southeast Asia comprising of more than 7,100 islands. It is one of the fastest-growing economies in the region and is home to the ADB headquarters.

Metro Manila is the national capital region of the Philippines. It covers one municipality (Pateros) and 16 cities, including the City of Manila (the country's capital), Quezon City (the most populous), and Mandaluyong City (where ADB is located). Manila was the first “global city” that connected Asia, the Americas, and Europe during the Manila-Acapulco galleon trade in the 1500s. Before this, it was a bustling trading outpost for goods from the People's Republic of China and other Asian neighbors.

Today, Metro Manila is a cosmopolitan city with a rich history and unique fusion of East and West, meshed with modern and traditional influences.

Language. Filipino is the national language. English is the business language and is widely spoken. English is the official language that will be used at the Forum.

Time Zone. Manila is 8 hours ahead of Greenwich Mean Time (GMT+8).

Business Hours. Private and government offices are open from 8:00 a.m. to 5:00 p.m. or from 9:00 a.m. to 6:00 a.m. on weekdays. Some private companies are open on Saturdays until 12:00 noon. Most shopping malls are open from 10:00 a.m. to 8:00 p.m. daily. There are also 24-hour convenience stores, ATM, and pharmacies nationwide. Banks usually close at 4:00 p.m.

Currency Exchange and Credit Cards. The currency of Philippines is the Peso. Exchange rate is estimated at Php 56–Php 57 = US\$1. Exchange counters and ATM are available at the airport, hotel lobbies, and at in-house banks on the ground floor of the ADB headquarters.

International credit cards, such as American Express, Master Card, and Visa, are also widely accepted.

Climate. Average temperature in Metro Manila for the month of November will range from a low of 22°C to a high of 31°C. November is considered part of the rainy season, which is from June to November. Please bring a jacket or raincoat or an umbrella. Seasonal changes may also mean warm, humid days in between. For the latest weather information, check the Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA) website: www.pagasa.dost.gov.ph

Electric Current. Electrical sockets in the Philippines are usually 220 volts AC at 60 hertz, using type “A” electrical sockets. For other types of plugs, you may wish to bring an adaptor.

Telephone Code. The Philippine code is +63 and the area code for Metro Manila is 2. Take note that roaming charges may apply when you use your personal mobile networks.



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Emergency Numbers

- Police: 117
- National Emergency Hotline: 911

Smoking Restrictions. Smoking in public places is strictly prohibited per the Tobacco Regulation Act of 2003 (Republic Act 9211). Please know that violators may be fined.

Other Information

- [List of Foreign Embassies in Manila](#)
- [Department of Foreign Affairs – Philippines](#)
- [Department of Tourism – Philippines](#)

Around ADB

The following establishments are mostly walking distance from ADB. Should you need medical assistance, the Forum Secretariat can assist you at your own expense.

Medical Clinics and Hospitals

- Clinica Manila
2nd Floor, SM Megamall Building A
Doña Julia Vargas Avenue, Mandaluyong City
Tel: +63 2 661 7777
- De Los Santos STI Mega Clinic
5th Floor, SM Megamall Building A
Tel: +63 2 637 9661 to 68
- The Medical City Hospital (a long walk or a short taxi ride)
Ortigas Avenue, Pasig City
Tel: +6 32 8988 1000 or 7000

Shopping Centers

- SM Megamall
EDSA corner Doña Julia Vargas Avenue
Ortigas Center, Mandaluyong City
Tel: +632 8633 1769
- Robinsons Galleria
EDSA corner Ortigas Avenue
Quezon City
Tel: +632 8397 1888
- The Podium
18 ADB Avenue
Ortigas Center, Mandaluyong City
Tel: +632 8638 9781 to 85



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Shopping for Souvenirs. ADB merchandise can be bought at the ADB Employees' Multi-Purpose Cooperative on the ground floor near Watsons Pharmacy.

For Philippine-made products and other local souvenirs, we suggest that you visit the following stores:

- Kultura Filipino (branches can be found in both SM Megamall Building A and at The Podium, walking distance from ADB)
- Greenhills Shopping Center (for an array of bazaars and stalls, a 20-minute ride away)
- Tiendesitas (also an array of bazaars and stalls, a 30-minute ride away)
- Tesoro's (for trusted traditional handicrafts, which is 30 minutes away in Makati City).

Map. Kindly refer to the [Ortigas Center map](#) for your guidance on nearby establishments.

Materials

All Forum materials will be available on ADB's Knowledge Events [website](#). The link will be sent via email blast after the event. General information is posted on this [website](#).

Contact Us

The Secretariat

Natural Capital Assessment and Accounting Forum

Asian Development Bank Email: naturalcapital@adb.org

Website: <https://www.adb.org/news/events/asia-pacific-natural-capital-forum-2023>