



ASIA-PACIFIC SOCIAL PROTECTION WEEK 2023

Social Protection in a Changing World

26–28 September • ADB Headquarters, Manila, Philippines

Participant's Information Note

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/>

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

Name of the hotel	ADB Rate / Amenities	Contact
Crowne Plaza	Standard room: PhP 5624 net Deluxe room: PhP 6973 net Inclusions: Breakfast and Internet access	Ms. Doris Tiu ADB Ave. Corner Ortigas Ave. Ortigas Center, Pasig City Phone: +632 87903100 Email: doris.tiu@ihg.com
Discovery Suites	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	Ms. Paola Roxas 25 ADB Ave. Ortigas Center, Pasig City Phone: +632 7719 8888 Email: paola.roxas@discovery.com.ph
EDSA Shangri-la	Deluxe room: PhP 6170 net Inclusions: Breakfast and Internet access	Ms. Michele Castro 1 Garden Way, Ortigas Center Mandaluyong City Phone: +632 86338888 Email: michele.castro@shangri-la.com
Holiday Inn Manila Galleria	Deluxe room single: PhP 5000 net Deluxe room double: PhP 6000 net Inclusions: Breakfast and Internet access	Ms. Doris Tiu 1 ADB Ave., Ortigas Center, Pasig City Phone: +632 87909400 Email: doris.tiu@ihg.com

Joy Nostalg	<p>Studio Executive room: PhP 5800 net</p> <p>Bedroom Suite: PhP 6150 net</p> <p>Inclusions: Breakfast and Internet access</p>	<p>Ms. Gladys Silverio 17 ADB Ave, Ortigas Center, Pasig City Phone: +63 2 5318 7888 / +63 2 7719 1155 Email: Gladys.SILVERIO@accor.com</p>
Marco Polo	<p>Superior room: PhP 5500 net Deluxe room: PhP 5900 net Inclusions: Breakfast, internet access, and daily RT shuttle to/from ADB</p>	<p>Ms. Ella Syril Palma Meralco Ave. Corner Sapphire Road Ortigas Center, Pasig City Phone: +632 77207777 Email: ellasyril.palma@marcopolohotels.com</p>
Westin Manila	<p>Deluxe Room (Single): PhP8,500.00nett per night Deluxe Room (Double): PhP9,500.00nett per night Inclusions: Buffet Breakfast, Bottled water, replenished daily, Fast and free WiFi, Coffee and tea making facilities inside the room, Use of the outdoor swimming pool and Westin Workout Fitness Studio</p>	<p>Ms. Mila Grace Yap San Miguek Ave Corner Lourdes Drive, Ortigas Center, Mandaluyong City Phone: +63 2 8256 2020 Email: milagrace.yap@westin.com</p>

Venue Access Registration, Security, and Health Protocol at ADB

The Asia-Pacific Social Protection Week: Social Protection in a Changing World will be held in the Asian Development Bank (ADB) Headquarters.

Address:

Asian Development Bank
6 ADB Avenue, Ortigas Center
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: sdtg@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)

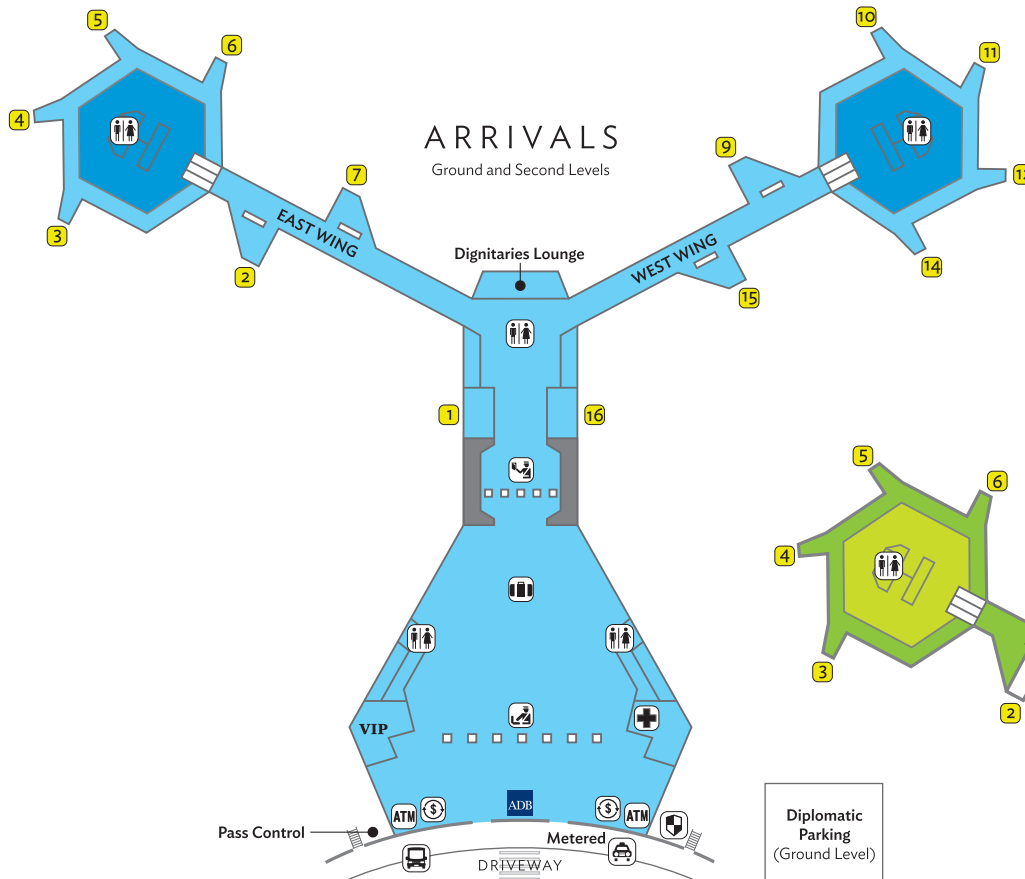
Attachment 1: Map of Ninoy Aquino International Airport Terminal 1

METRO MANILA, PHILIPPINES

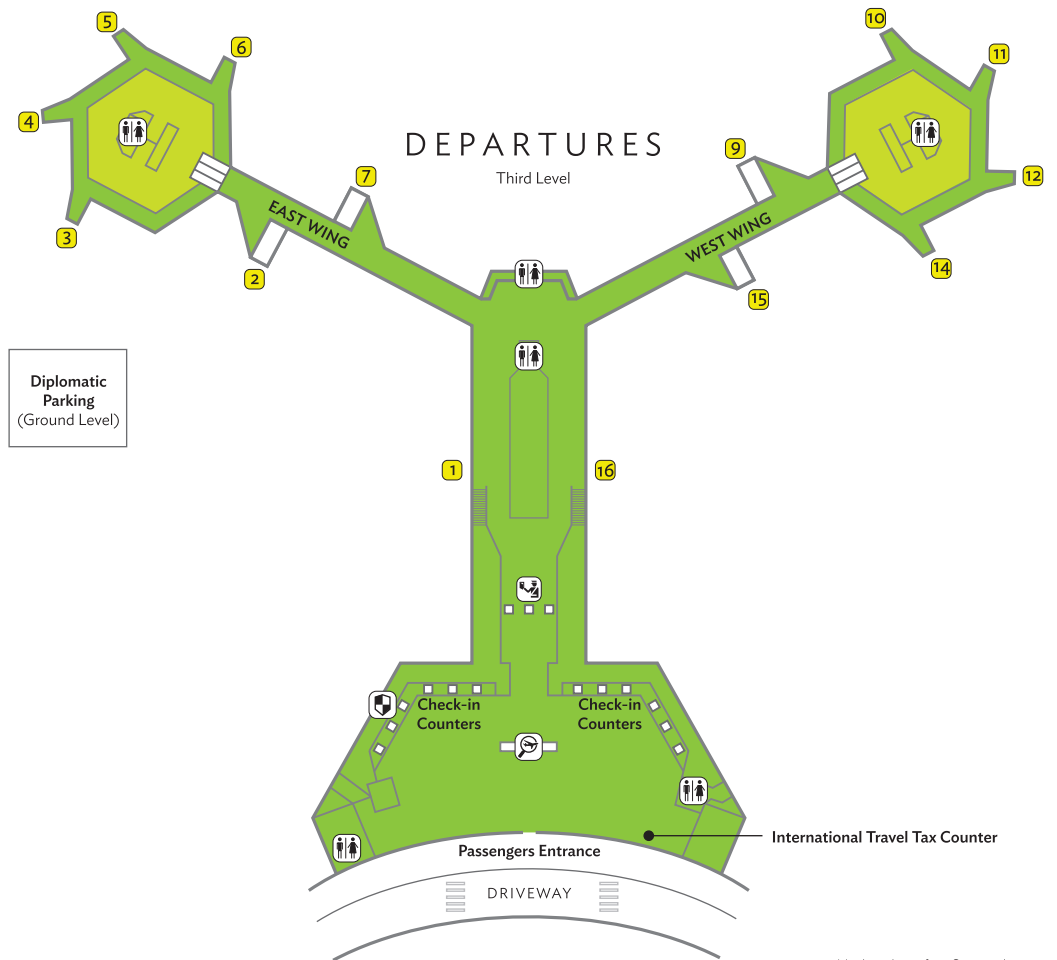
NINYO AQUINO INTERNATIONAL AIRPORT (NAIA) TERMINAL 1



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



Diplomatic Parking (Ground Level)



- ADB Counter
- 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

Updated as of 08 September 2015

Attachment 2: Map of Ninoy Aquino International Airport Terminal 2

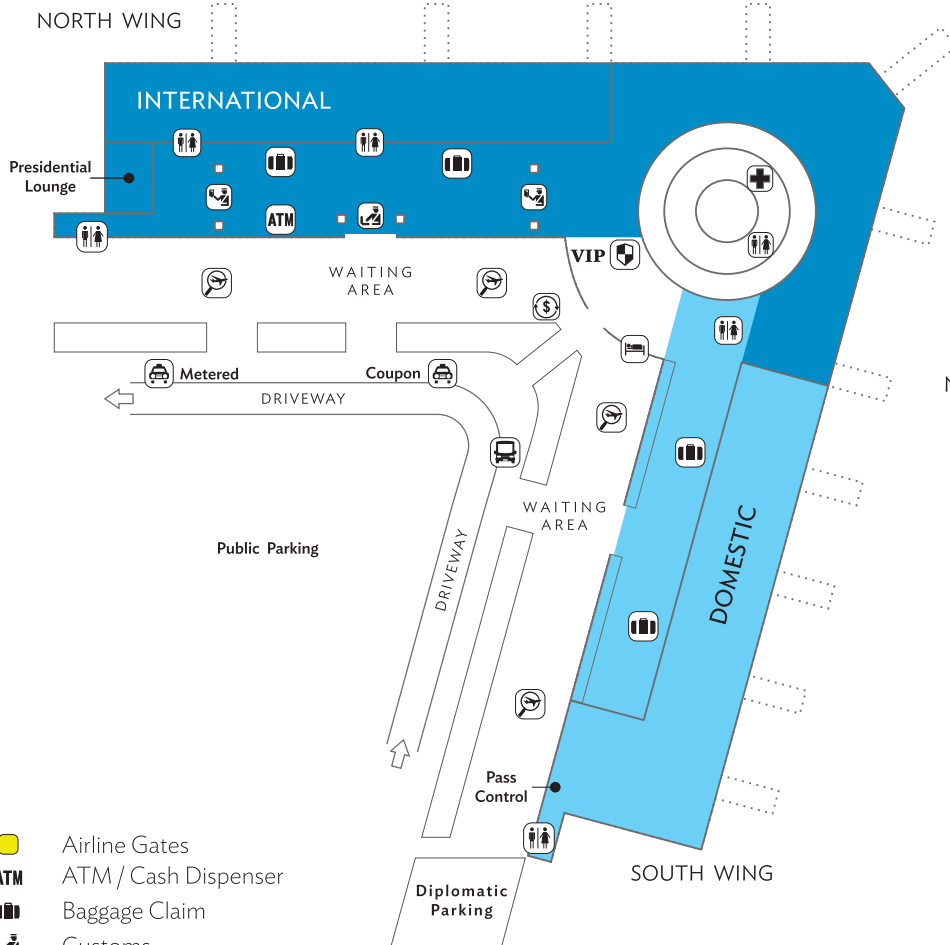
METRO MANILA, PHILIPPINES

NINYO AQUINO INTERNATIONAL AIRPORT (NAIA) TERMINAL 2

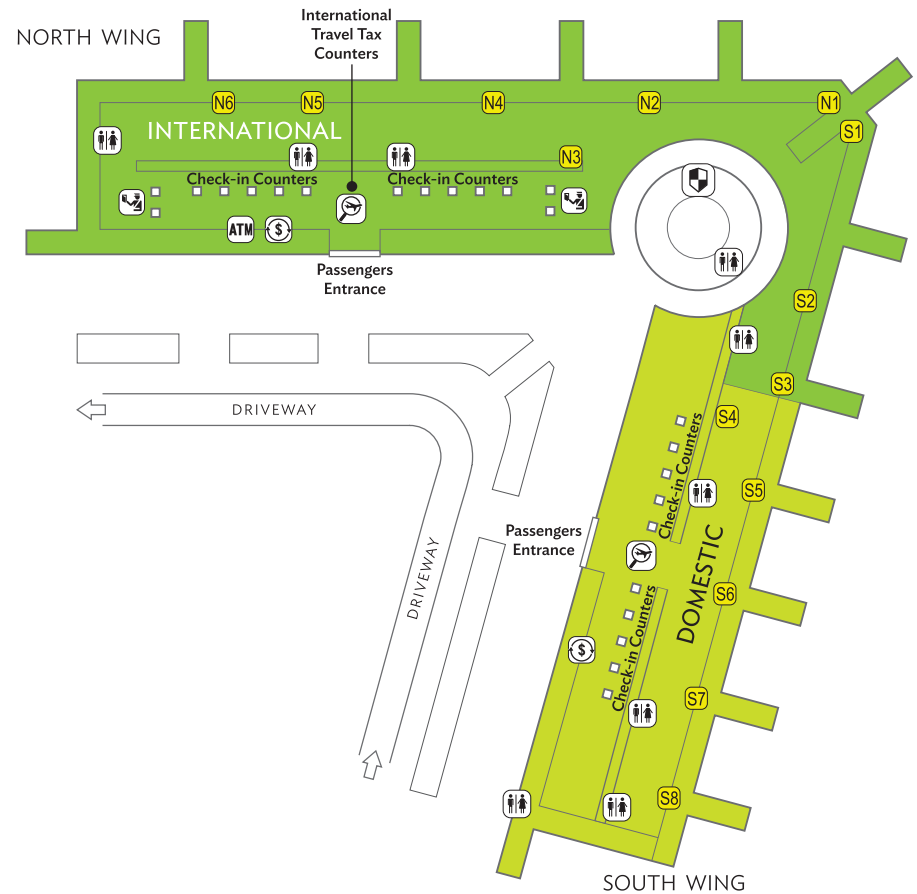


There is no ADB Counter in NAIA Terminal 2.
For coordination, contact the ADB Counter at NAIA Terminal 1,
+63 2 833 8756 / +63 999 999 2727

ARRIVALS Ground Level



DEPARTURES Second Level



- 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

Updated as of 08 September 2015

Attachment 3: Map of Ninoy Aquino International Airport Terminal 3

METRO MANILA, PHILIPPINES

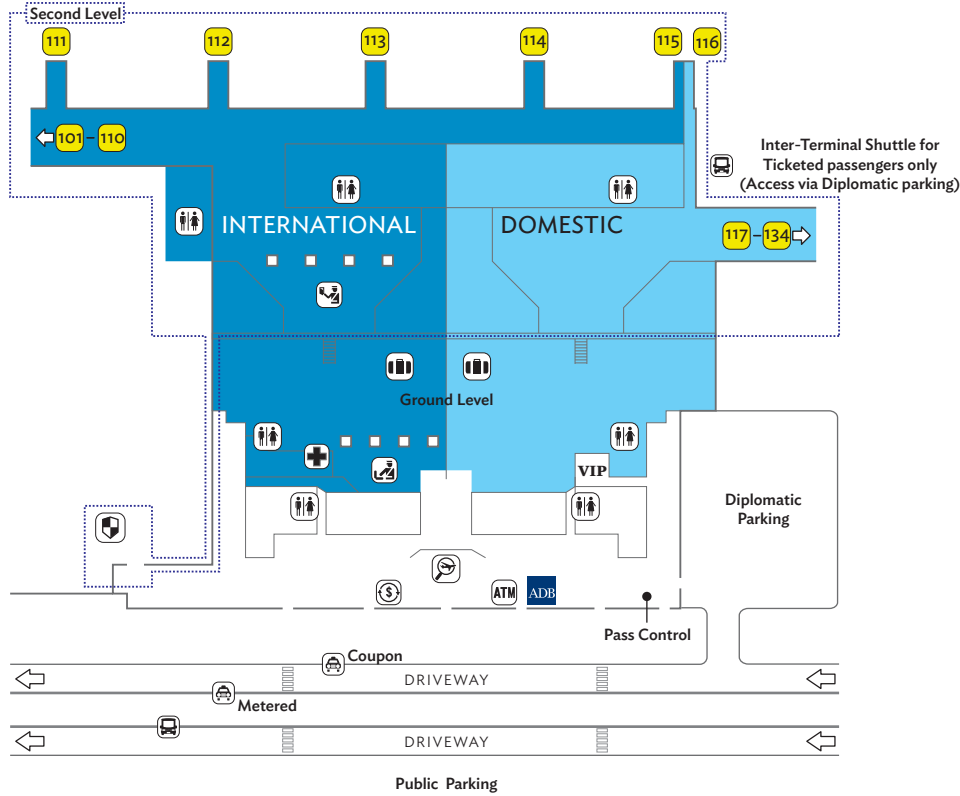
NINYO AQUINO INTERNATIONAL AIRPORT (NAIA) TERMINAL 3



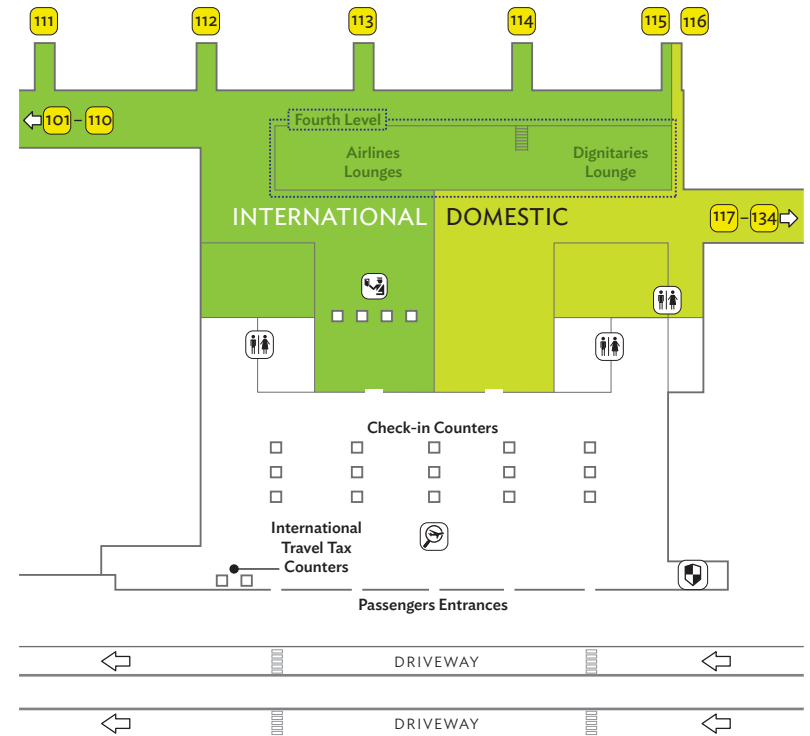
ADB Counter

+63 2 6324040 / +63 2 511 0648 / +63 999 999 2727

ARRIVALS Ground & Second Levels



DEPARTURES Third Level



- 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 Lounge

Updated as of 13 November 2018

Attachment 4: Location of ADB and Nearby Hotels

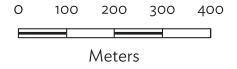
ORTIGAS CENTRAL BUSINESS DISTRICT

Area accommodations

- 1 Astoria Plaza
- 2 BSA Twin Towers
- 3 Citadines Millennium Ortigas Manila
- 4 Crowne Plaza
- 5 Discovery Suites
- 6 EDSA Shangri-La
- 7 The Exchange Regency Residence Hotel
- 8 Holiday Inn Manila
- 9 Joy-Nostalgi Hotel & Suites Manila
- 10 The Linden Suites
- 11 The Malayan Plaza Hotel
- 12 Marco Polo
- 13 Mercure Manila Ortigas
- 14 Millenia Suites
- 15 The Richmond Hotel

MANDALUYONG CITY

QUEZON CITY



- Carpark
- City Boundary
- Gasoline Station
- Hotel
- MRT 3
- Ortigas Central Business District
- School / Educational Facility
- Shopping Mall (Restaurants & ATMs)

Boundaries are not necessarily authoritative.

Philippine Overseas Employment Administration (POEA)

Ortigas Flyover

EDSA Shrine

ARCADIA

MERCALCO CENTER

MERCALCO CENTER

ORTIGAS AVE.

Metro Walk

Ortigas Station

ADB

EPIFANIO DELOS SANTOS AVENUE (EDSA)

POVEDA ST.

GUADIX DRIVE

BANK DRIVE

ST. FRANCIS

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Shaw Blvd Station

EDSA Central

Shangri-La Plaza Mall

St. Francis Shangri-la Place

Lourdes School

St. Francis of Assisi Church

One San Miguel Avenue

Dispophil

Philippine Cotton

GEN. ARANETA

GEN. MALVAR

GEN. DELGADO

GEN. ATIENZA

GEN. SEGUNDO

GEN. LIM

GEN. LIM

SHAW BOULEVARD

ST. FRANCIS DRIVE

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DOÑA JULIA VARGAS AVENUE

Doña Julia Vargas Flyover

JADE DRIVE

EXCHANGE ROAD

Philippine Stock Exchange Center

Benpres

AMETHYST

PEARL DRIVE

AMBER

GEN. MALVAR

GEN. CAPINPIN

GEN. DELGADO

GEN. ATIENZA

GEN. SEGUNDO

GEN. LIM

GEN. LIM

GEN. LIM

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GEN. LIM

GEN. LIM

GEN. LIM

PASIG CITY

ST. PAUL DRIVE

Dept. of Education, Culture & Sports

CAPT. HENRY P. JAVIER

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Current Proof: 16 March 2018