



INFORMATION NOTE

I. OVERVIEW

The 2nd WePOWER Partnership Forum will be held on **20–21 November 2019** at ADB headquarters in Manila.

II. EVENT SCHEDULES AND VENUES

The event schedules and venues are as follows:

Event	Dates	Venues
<ul style="list-style-type: none"> ▪ WePOWER 2nd Partnership Forum DAY 1 ▪ WePOWER Cocktail Reception 	<ul style="list-style-type: none"> ▪ 20 November 9:00 am-5:15 pm ▪ 5:30-7:30 pm 	<ul style="list-style-type: none"> ▪ Core Sessions: Multi-function Hall 2 (MFH 2) ▪ Tea/Coffee Breaks (MFH 1) ▪ Lunch: Executive Dining Room Coffee Lounge ▪ Cocktail Reception: ADB Courtyard
<ul style="list-style-type: none"> ▪ WePOWER 2nd Partnership Forum DAY 2 	<ul style="list-style-type: none"> ▪ 21 November 8:30 am-4:45 pm 	<ul style="list-style-type: none"> ▪ Core Sessions: Multi-function Hall 2 (MFH 2) ▪ Tea/Coffee Breaks (MFH 1) ▪ Lunch: Executive Dining Room Coffee Lounge
<ul style="list-style-type: none"> ▪ WePOWER Steering Committee Business Meeting 	<ul style="list-style-type: none"> ▪ 21 November 5:00-7:00 pm 	<ul style="list-style-type: none"> ▪ Business Meeting: MFH 2
<ul style="list-style-type: none"> ▪ WePOWER Steering Committee Networking Dinner 	<ul style="list-style-type: none"> ▪ 7:30-9:30 pm 	<ul style="list-style-type: none"> ▪ Networking Dinner: Café Ysabel, Manila

III. TRAVEL ARRANGEMENTS

A. Philippine Visa

You are advised to secure required visa/s and your return bookings prior to your departure for Manila and ensure that required travel documents are in order, as early as possible. Passports must be valid for at least six months beyond the intended date of entry into the Philippines.

Nationals from several countries who are traveling to the Philippines for business and tourism purposes are allowed to enter the Philippines without visas for a stay not exceeding thirty (30) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports are valid for a period of at least six (6) months beyond the contemplated period of stay. Please refer to this link to see if your country of citizenship requires a visa to enter the Philippines: <https://www.adb.org/sites/default/files/page/372406/AM2018-list-of-nationals-visa-free-20171012.pdf>.

For a complete list of visa requirements and procedures please refer to <http://consular.dfa.gov.ph/visainformation>.

To avoid late issuance of visas, it is advisable to submit visa applications soonest.

B. Hotel Accommodation

All participants will be booked by the Secretariat in a one-bedroom suite (Php 5,000 = \$95/night) or studio executive room (Php 4,800 = \$91/night) at the Joy~Nostalg Hotel & Suites (formerly Oakwood Hotel), Please refer to the attached vicinity map ([Attachment 1](#)) for the hotel's location, which is at:

Joy~Nostalg Hotel & Suites Manila
17 ADB Ave, Ortigas Center, 1600 Pasig
Metro Manila, Philippines
Tel.: +63 2 8-637-7888
Fax: +63 2 7-706-7777

Hotel accommodation includes buffet breakfast, access to free wifi, two complimentary bottles of water daily, access to fitness center and indoor heated swimming pool, fully-equipped kitchen, washer/dryer, iron and ironing board, and in-room shower convertible into a steam room.

Check-in is normally at 3:00 pm. Charges for early check in will apply as follows: (i) free if between 11:00 a.m. to 3:00 p.m.; (ii) if before 11:00 a.m., participants may wish to request the Secretariat to book the night before arrival to ensure availability of rooms.

Check-out is at 12:00 noon. Charges for late check out will apply: (i) **half-day charge** ~~free~~ if between 12:00 and 4:00 p.m.; (ii) if beyond 4:00 p.m., the charge will be equivalent to a full-overnight rate.

Participants are requested to settle their accounts upon checkout. Hotel cost is included in your travel allowance if your travel is covered by ADB or World Bank.

C. Incidentals

All incidental expenses (e.g. overseas telephone calls, laundry, drinks and snacks from the mini bar, use of business center, etc.) including extended stays, and additional breakfasts or beds will be on the personal account of the participant and should be settled also upon check-out. Participants are also required to pay charges with respect to rooms remaining vacant due to late arrival or early departure, or any changes in travel arrangements on which inadequate notice has been given to ADB.

D. Airport Reception and Transfers

1. Arrival

Upon arrival in Manila, please directly proceed to Immigration. You are required to fill in an 'Arrival Card' for immigration and customs clearance. To ensure smooth Customs clearance, please read the guidelines thoroughly through this link: <https://www.philippine-embassy.org.sg/the-philippines-2/visit-the-philippines/customs-passenger-guidelines/>.

Airport-hotel transfers will be at your own arrangement. After retrieving your luggage, please proceed to the International Organizations Reception Desk located at the airport arrival lobby of NAIA Terminals 1 and 3 (see maps of Terminals 1 and 3 as [Attachments 2](#) and [3](#)). If you arrive at NAIA Terminal 2, please go to the Concierge's Desk (see map of Terminal 2 as [Attachment 4](#)). The person at the desk will assist you in locating your pre-booked car.

For security reasons, we highly recommend that you make arrangements for pick up by ADB-accredited transport service providers. ADB-accredited transport service providers can be contacted through the contact details provided below.

Nissan Car Lease Philippines, Inc. (a.k.a. Nissan Rent-A-Car)
Discovery Hotel Satellite Office
Telephone Nos.: +632 8-470 9480 or +632 8-687 3421
Mobile Nos.: +63 932 4436111; +63 917 8082145
Email Address: pac_ortigas@eclpi.com.ph

G & S Transport Corporation (a.k.a AVIS Rent A Car)
10/F, DMG Center, No. 52 DM Guevara Street, Mandaluyong City
Telephone No.: +632 8-4622881-83
Mobile No.: +63 917 8872847 / +63 920 9892847 / +63 922 8445243
Email Address: confirmation@avis.com.ph

Should you choose to avail of ADB-accredited transport providers, you will need to exchange US Dollars to Philippine Pesos to pay for your fare from the airport to the hotel. The cost of airport-hotel transfer is **PhP 845 for Nissan and PhP 1,915 for G&S.**

The hotel is about 15 kilometers from the airport; normally around 45 minutes to 1 hour drive.

2. In-city transportation

It is safer to book a taxi over the telephone from a reliable taxi company. At this time, there have been no major security issues reported to ADB regarding these taxi services. The dispatcher should be able to provide the license plate number of the taxi to be sent to your location, along with the name of the driver. The following taxi companies have a reputation for employing good drivers and properly maintained vehicles:

Basic Taxi	8-961-7777/ 8-352-7777/ 8-362-2742 / 0942-8701223, 0915-9668689
Dollar Taxi	8-921-2383/ 8-441-0718/ 8-897-2478; 0922-393-0932
Avis	7-718-4066
MGE Taxi	8-363-6096, 8-366-6214, 8-364-8260
R & E Taxi	8-362-1890, 8-330-1654, 8-362-9089

Alternatively, you can use an online booking service/application for Transport Network Vehicle Services (TNVS) such as Grab (downloadable to your mobile phones on Google Play for Android and App Store for iPhones).

3. Departure

Due to occasional heavy traffic between the hotel and the airport, it is advisable to leave for the airport at least 3.5 hours before your flight departure. Please arrange for your transport pick up to be at the hotel lobby 3.5 hours before your flight.

All passengers departing from NAIA are required to fill a 'Departure Card.'

IV. ADB SECURITY AND ACCESS

You will be required to wear a Visitor's ID at all times to facilitate access to the ADB premises and all its gates. The Secretariat will inform the front security desk about the names of participants as access is allowed only through the visitor registration system (VISREG). Please wear the ID at all times while inside ADB premises. Please allow 30 min for visitor registration on Day 1 at the ADB Main Security Gate.

V. EVENT REGISTRATION

Participants are requested to sign the daily attendance sheets at the Secretariat Desk located by the entrance of event venue each day. Event registration will begin at 8:00 a.m. in MFH Hallway.

VI. HOSPITALITY ARRANGEMENTS

The following meals will be provided during the WePOWER 2nd Partnership Forum:

- 20 November – morning and afternoon coffee/tea; lunch; and cocktail reception
- 21 November – morning and afternoon coffee/tea; lunch; and dinner only for Steering Committee

Daily buffet breakfast is complimentary at the hotel with room occupancy.

You may wish to try restaurants in nearby malls in the Ortigas Center. The Ortigas Center vicinity map is attached in Appendix 1.

All participants are invited to a cocktail reception from 5:30–7:30 p.m. on Wednesday 20 November at the ADB Courtyard (if it rains, the cocktail reception will be held at the Auditorium Hallway instead). This is an opportunity for participants to meet among themselves for face-to-face introductions, information exchange, and to discuss areas of collaboration.

VII. ACCESS TO COMPUTER, INTERNET, AND TELEPHONES

Laptops with internet connection will be set up at MFH 1 for the use of participants. You can also connect using ADB's wifi network. Local calls can be made from telephones located at the Secretariat Desk. Please ask the Secretariat for assistance.

VIII. WI-FI ACCESS

ADB HQ is Wi-Fi ready. Connect with the network "ADB Guest" then log in, using your username and password indicated on your Visitor's ID. Unless urgent, you are discouraged to use your phone and computer during sessions.

IX. COPIES OF PRESENTATION MATERIALS AND DOCUMENT DISPLAY

The key presentations will be made available on the WePOWER Website.

A select number of relevant gender and energy sectors reports will be displayed for distribution at the event. If you have any materials for display or distribution please inform the Secretariat ahead of time and see Rose Buenaventura upon registration.

X. LOCATION OF MISCELLANEOUS SERVICES/FACILITIES IN ADB

Service Facility	Location
▪ ADB Cafeteria	▪ Level 1, Special Facilities Block
▪ ADB Executive Dining Room	▪ Level 2, Special Facilities Block
▪ ADB Cashier	▪ Ground Floor, Office Tower Building
▪ Commercial Banks	▪ Ground Floor (West Core)
▪ Personal Counter (phone cards, courier services, etc.)	▪ Ground Floor (West Core)
▪ Post Office	▪ Ground Floor (West Core)
▪ Travel Agents	▪ Ground Floor (North Core)
▪ Library	▪ Level 1 (West Core)
▪ Medical/Dental Clinic/Pharmacy	▪ Ground Floor (East Core)

XI. ABOUT MANILA

A. Time zone

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

B. Business hours

Private and government offices hold office either 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.

C. Currency exchange and credit cards

The currency of Philippines is the Peso. As of October 7, 2019, the exchange rate is Php 51.91 = USD\$ 1. Exchange counters and ATMs are available both at the airport, at the hotel lobby, and at in-house banks on the ground floor at ADB Headquarters. International credit cards such as American Express, Master Card, and Visa are widely accepted.

D. Weather and ADB Indoor Temperature

In November, the temperature in Manila ranges between 88-77 degrees Fahrenheit or 31-25 degrees Celsius. It is the dry humid season. You may also want to bring a jacket, shawl, or sweater to wear during events as ADB keeps indoor temperatures cool.

E. Electric current

Electrical sockets in the Philippines are usually 220 volts AC, using type "A" electrical sockets (flat blade with two parallel pins). For other types of plugs, you may wish to bring an adaptor.

F. International Direct Dialing (IDD)

The Philippine code is +63 and the area code is 2 +8.

G. Smoking restrictions

Smoking in public places is strictly prohibited per the Tobacco Regulation Act of 2003 (Republic Act 9211). Violators may be fined.

H. Medical facilities

If you are taking medications for any medical condition, please bring these with you as we cannot ensure their availability in Manila. Basic first aid kits, if needed, are available from the hotel's information desk and with the ADB's Incident Response Team.

For urgent medical attention, you may contact the hotel's nurse or ADB's Incident Coordinator (at local 5220 from any ADB phone or 02 8-632 5220 from any non-ADB phone) for assistance in being transported to the nearest hospitals which accept international health insurance cards:

- [The Medical City](#) | Ortigas Avenue, Pasig City | Tel. Nos. +632 8-988 1000/7000
- [MegaClinic](#) | 5th Level, SM MegaMall Building A, Mandaluyong City | Tel. Nos. +632 8-637 9661-68
- [St. Luke's Medical Center](#) | 279 E Rodriguez Sr Ave, Quezon City | Tel. No. +632 7-723 0101

I. Shopping and dining

ADB and Joy~Nostalq Hotel & Suites are conveniently located within walking distance to major shopping malls and restaurants. Located within the immediate vicinity of ADB and the hotel are The Podium, SM Megamall, Robinson's Galleria and St. Francis Square Mall. Other shopping areas within a short taxi ride from ADB and the hotel are Shangri-la Mall, Ayala Malls the 30th, Tiendesitas, and Greenhills Shopping Center. There is an abundance of restaurants serving different cuisines in all of these malls. Mall hours vary, but the bigger malls are usually open from 10:00 a.m. until 10:00 p.m.

XII. CONTACTS

If you require additional information or assistance, please contact the Secretariat:

Program:

Mr. Francesco Tornieri | ftornieri@adb.org | +63 999 9995983
Ms. Tülin Akin Pulley | tapulley.consultant@adb.org
Mr. Gunjan Gautam | ggautam@worldbank.org
Ms. Maria Beatriz Orlando | morlando@worldbank.org

Participant Logistics:

Ms. Analyn Bravo | analynbravo@adb.org | +63 917 5239936
Ms. Annie Vizcarra | avizcarra.consultant@adb.org
Mr. Pranav Vaidya | pvaidya2@worldbank.org
Ms. Yukari Shibuya | yshibuya@worldbank.org

Presentations/Publications/Communications:

Ms. Rose Buenaventura | rbuenaventura@adb.org | +63 917 8281760
Ms. Tehreem Saifey | tsaifey@worldbank.org

Joy~Nostalq Hotel and Suites:

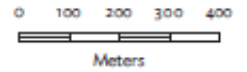
Reservations: Ms. Catherine Duldulao | Catherine.DULDULAO@accor.com | +632 7-719 1156 or 8-637 7888 loc 8105

Nurse: Celestine Zabala | +632 8-637 7888 loc 8743

Security: Arnold Superales | Arnold.Superales@gmail.com | +632 8-637 7888 loc 8001

Operations: Eyra Carlos | Eyra.Carlos@accor.com cc: HB2D6-FO1@accor.com | +632 8-637 7888 loc 8101

ORTIGAS CENTER



Area accommodations

- 1 Astoria Plaza
- 2 BSA Twin Towers
- 3 Crowne Plaza
- 4 Discovery Suites
- 5 EDSA Shangri-La
- 6 Holiday Inn Manila
- 7 The Linden Suites
- 8 The Malayan Plaza Hotel
- 9 Marco Polo
- 10 Millenia Suites
- 11 Joy~Nostalg Hotel & Suites
- 12 The Richmond Hotel
- 13 UC Exchange Regency



MANDALUYONG CITY

QUEZON CITY

MERALCO CENTER

ORTIGAS AVE.

PASIG CITY

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

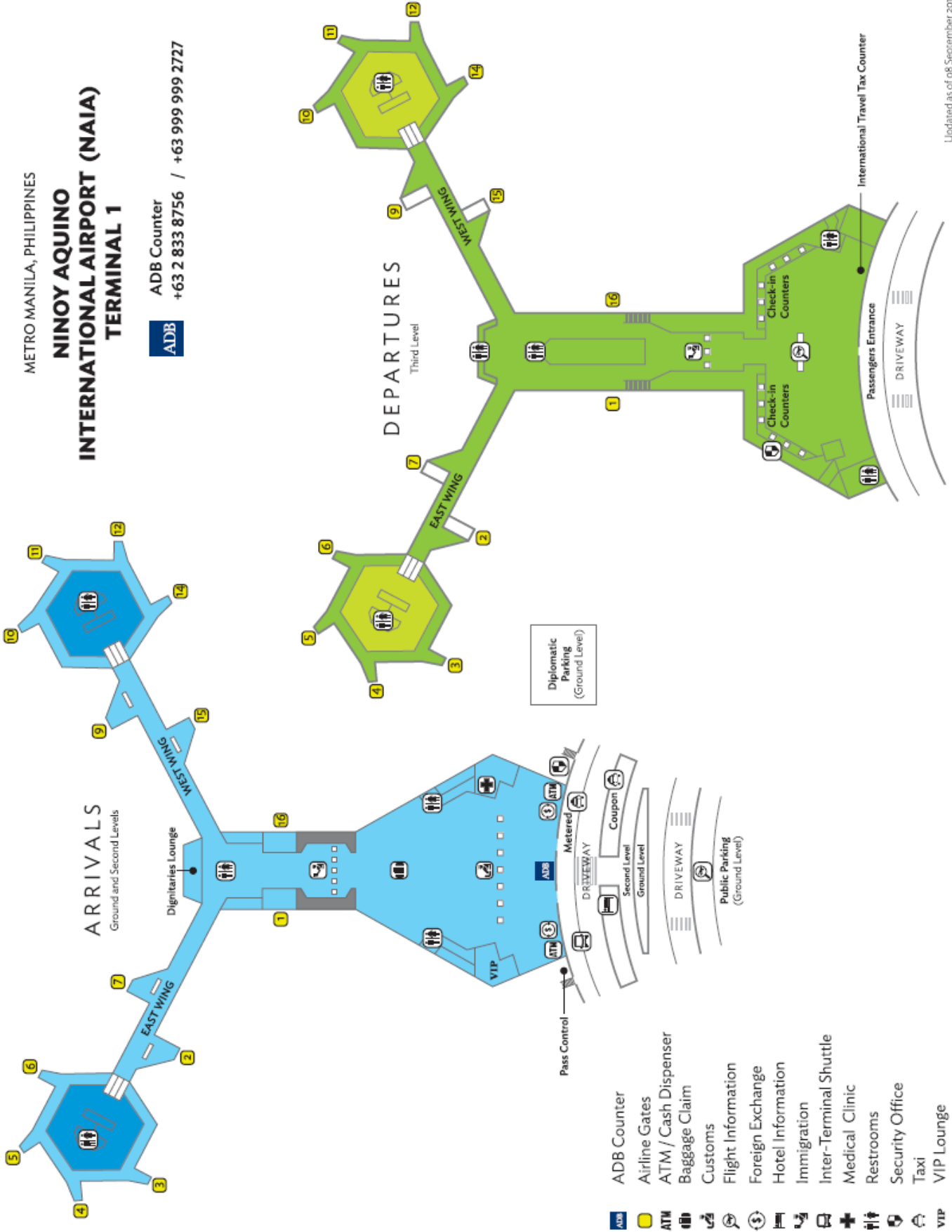
Boundaries are not necessarily authoritative.

This map was produced by the cartography unit of the Asian Development Bank. The boundaries, colors, denominations, and any other information shown on this map do not imply, on the part of the Asian Development Bank, any judgment on the legal status of any territory, or any endorsement or acceptance of such boundaries, colors, denominations, or information.

METRO MANILA, PHILIPPINES

NINOY AQUINO INTERNATIONAL AIRPORT (NAIA) TERMINAL 1

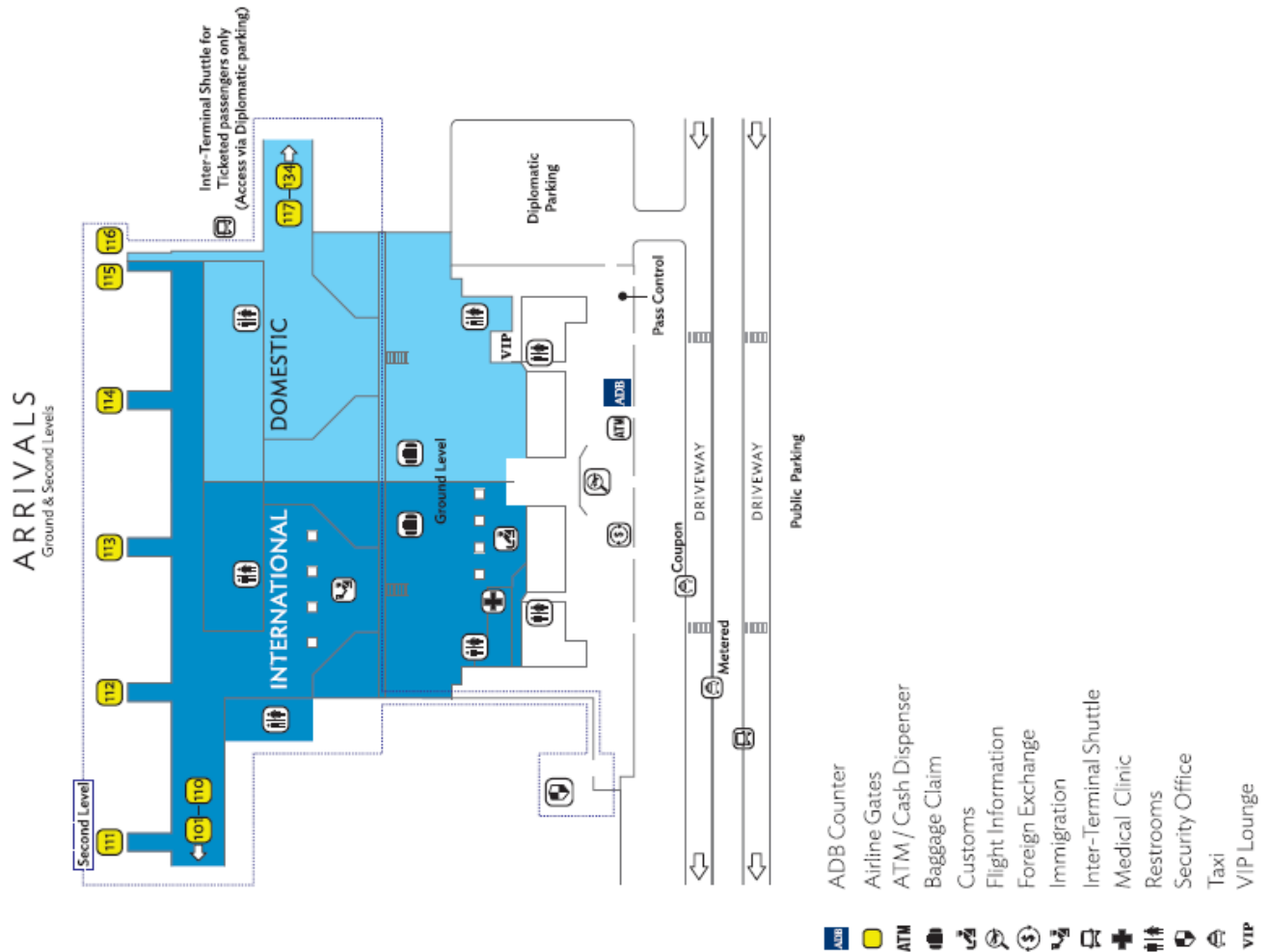
ADB Counter
+63 2 833 8756 / +63 999 999 2727



- 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

METRO MANILA, PHILIPPINES
NINOY AQUINO INTERNATIONAL AIRPORT (NAIA) TERMINAL 3

For coordination, contact the ADB Counter at NAIA Terminal 1, +63 2 833 8756 / +63 999 999 2727

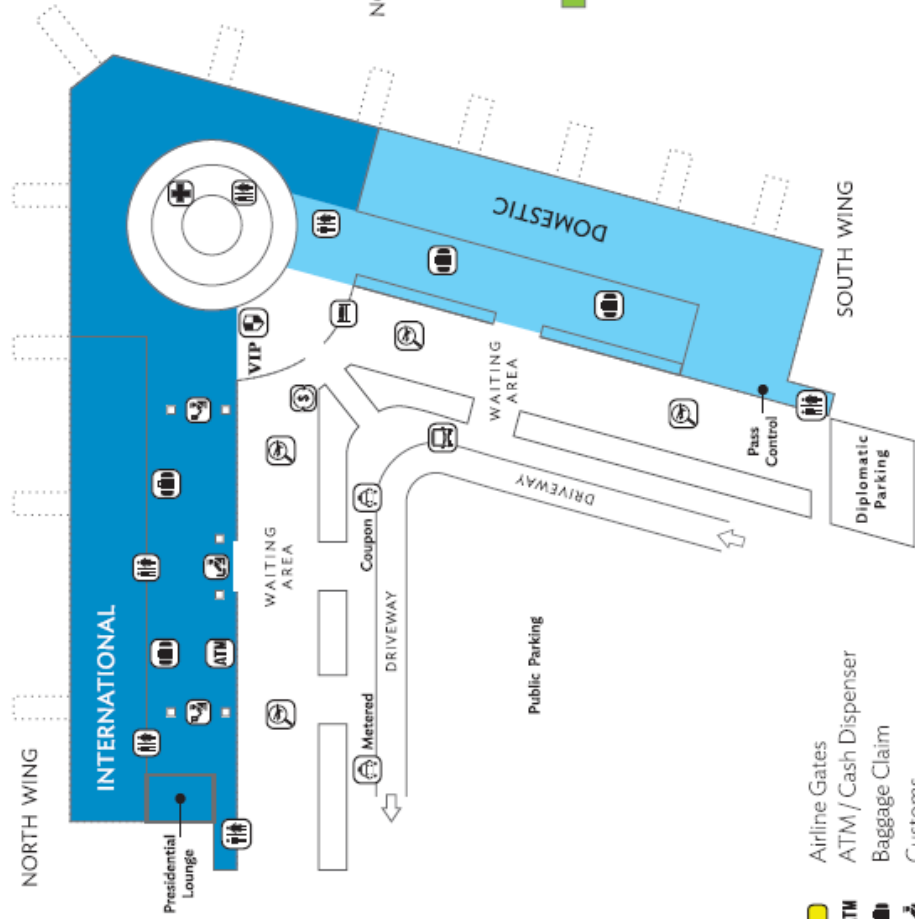


METRO MANILA, PHILIPPINES
NINOY AQUINO INTERNATIONAL AIRPORT (NAIA) TERMINAL 2

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



- 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

DEPARTURES
 Second Level

