

ADMINISTRATIVE BULLETIN NO. 1

This Administrative Bulletin is issued as a supplement to the Practical Information Note posted at RDF-ASP 2016 website (<http://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2016/May-RDF2016/home.aspx>) and to update confirmed guests and participants on their travel preparations to participate in the RDF-ASP 2016 to be held at the Sofitel Philippine Plaza Manila on 6-7 June 2016.

A. OFF-VENUE ACCOMMODATIONS

RDF-ASP 2016 Delegates may avail of room reservations through these accredited hotels:

Please send us your preferred hotel/room accommodations through email: ruben.tadina@icto.dost.gov.ph or christine.pre@icto.dost.gov.ph.

NAME OF HOTEL	ROOM CATEGORY	SPECIAL RATES	INCLUSIONS
Networld Hotel Spa and Casino (www.jipang-group.com)	Standard, single bed (Limited number of rooms available)	P2,500.00/night net	*Buffet breakfast *Use of sauna *Roundtrip airport transfer based on hotel schedule.
Microtel (www.microtelphilippines.com)	2 Queen Bed Room (Single Occupancy)	P3,800.00/night net	*Buffet breakfast
Hotel Jen (www.hoteljen.com/manila)	Deluxe Room (Single Occupancy)	P4,000.00/night net	*Buffet breakfast *Complimentary use of Wi-Fi Internet (room and all Wi-Fi hotspots)

B. VISA UPON ARRIVAL

With the possible lapse of two-week window to process visa support request, RDF-ASP 2016 guests/participants requiring visa to enter the Philippines are advised to urgently contact Mr. Robin Almario via email (robin.almario@icto.dost.gov.ph), Philippine focal point for visa matters, and provide the following data:

- Complete name as it appears in your passport
- Passport details (e.g. passport number, birthdate, expiry date, as required by Bureau of Immigration) and copy of passport biopage
- Flight Itinerary and copy of return air ticket

Same data would be our basis in the sending of ICTO official letter informing airport authorities that the RDF-ASP 2016 delegate is availing of visa upon arrival arrangement.

C. AIRPORT ASSISTANCE

RDF-ASP 2016 guests and delegates are requested to send their flight schedules early, if possible not later than **30 May 2016** to the above-mentioned focal point to facilitate provision of airport assistance in their respective arrival MNL terminals. Please proceed to the information desk and service counters where the RDF –ASP 2016 signage is displayed.