

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY

ITU-ASEAN Workshop on Child Online Protection on 13-14 September 2016

INFORMATION NOTE

We welcome all the delegates to the ITU-ASEAN Workshop on Child Online Protection on 13–14 September 2016.

We are pleased to provide the following details for your advance information.

A. THE MEETING

1. Venue

HOTEL NAME	CATEGORY	ROOM TYPE/OCCUPANCY	ROOM RATES	INCLUSIONS
Luxent Hotel Address: Timog Ave, Diliman, Quezon City, 1103 Metro Manila Tel: (02) 863 7777 URL: http://www.luxenthotel.com/	★ ★ ★ ★	Superior Room Single/ Double Occupancy	₱4,500.00 nett*	<ul style="list-style-type: none">• Complimentary breakfast for two• One (1) Parking Car pass• Queen-Sized or King-Sized Beds• Unlimited Internet Access• Bottled Water/ Coffee and Tea• Use of swimming pool and gym facilities

2. Local contact person (focal point from Host)

Organization	Department of Information and Communications Technology	
Name:	Ms. Donna Estrelles	Ms. Christine Apple B. Pre
Position:	Planning Officer III	Planning Officer III
Email:	donna.estrelles@dict.gov.ph	christine.pre@dict.gov.ph
Contact Details:	Tel +63 2 9200101 loc. 3106	Tel +63 2 9200101 loc. 3102
DICT URL:	www.dict.gov.ph	

3. Registration

The Registration Counter will be set up in the foyer area outside the Winter + Spring function room, on the 5th floor of **Luxent Hotel**. Registration and distribution of IDs will commence on Tuesday, 13 September 2016 from 9:00 to 9:30 am. **Participants are requested to register online prior to the event and present the confirmation email at the Registration when collecting ITU issued ID and conference kit.**

4. Opening of the Event

The Opening of ITU-ASEAN Workshop on Child Online Protection on 13-14 September 2016 will begin at 9:30am on Tuesday, 13 September 2016. Please be seated on time.

5. Accommodation and hotel reservations

The DICT Organizing Committee has secured special rates with the venue hotel and has accredited nearby hotels, details of which are given in Table 1, where there is also a map showing the location of each hotel in relation to the meeting venue.

Delegates are kindly requested to inform us of the reservations made by fax to (+63 2) 9271714, or by e-mail to Ms. Christine Pre via christine.pre@icto.dost.gov.ph and/or Ms. TIZA SIERRA-KAM of **Luxent Hotel** (Tiza.Kam@luxenthotel.com), using the booking form attached. For reservations on **Accredited Hotels**, please send an e-mail to christine.pre@icto.dost.gov.ph and she will assist you with your Booking at your preferred hotel.

It is important that hotel reservations be made **not later than 10 September 2016 to avail of special rates. All reservations must include a credit card number.** You will receive a confirmation message once your reservation has been accepted by the hotel. Should you subsequently find that you will be unable to attend the meeting, the reservation must be canceled **at least 5 days** prior to arrival. Otherwise, charges will be applied by the hotel.

6. Social Functions

All participants are kindly invited to join the Welcome Dinner on Tuesday, 13 September 2016 at 7:00 pm.

LIST OF ACCREDITED HOTELS

NAME OF HOTEL	CATEGORY	ROOM TYPE/OCCUPANCY	ROOM RATES	INCLUSIONS
B Hotel 14 Scout Rallos, Laging Handa, Quezon City,	★ ★ ★ ★	One Bedroom Suite	₱3,600.00 nett*	<ul style="list-style-type: none">• Complimentary breakfast for two• Unlimited Internet Access

Philippines, 1103 Metro Manila		Superior Room	₱5,500.00 nett*	<ul style="list-style-type: none"> Two daily bottles of mineral water Daily Newspaper Free use of swimming pool and gym facilities
Sequoia Hotel 91-93 Mother Ignacia Avenue corner Timog Avenue, Quezon City Philippines 1103	★ ★ ★	Standard Room (Single) Standard Room (Twin)	₱3,000.00 nett* ₱3,200.00 nett*	<ul style="list-style-type: none"> Complimentary daily breakfast Complimentary high speed Wi-Fi internet access Bottled of mineral water (replenish daily) Daily Newspaper
		Superior Room (Single) Superior Room (Twin)	₱3,300.00 nett* ₱3,520.00 nett*	
Cocoon Boutique Hotel #61 Scout Tobias corner Scout Rallos Streets Bgy. Laging Handa, Quezon City 1103, Philippines	★ ★ ★ ★	Deluxe Room	₱3,850.00 nett*	<ul style="list-style-type: none"> Inclusive of Daily breakfast Unlimited complimentary high speed internet Access Free use of swimming pool
		Studio	₱4,950.00 nett*	
Hive Hotel and Convention Place 68 Sct. Tuason corner Scout Madrinan, Brgy. South Triangle, Quezon City 1103 Philippines	★ ★ ★ ★	Deluxe Room	₱3,000 nett*	<ul style="list-style-type: none"> Inclusive of Daily breakfast Unlimited complimentary high speed internet Access
		Deluxe Garden	₱3,500.00 nett*	
ICON Hotel 60 Timog Avenue cor. T. Morato, Diliman, South Triangle, Quezon City 1103 Metro Manila	Under review	Premium Room	₱1,925.00 nett*	<ul style="list-style-type: none"> Free breakfast Complimentary bottled water Newspaper Free high speed wifi

**Published Rates; currency exchange rate: ₱46.31 - US\$1.00 as of August 17, 2016*

6. Flights and ground transportation

Officially, the “**Ninoy Aquino International Airport**” (IATA code: **MNL**) is the only airport serving the Metropolitan Manila area. The NAIA complex has three adjacent terminals, Terminal 1, 2 and 3 located along the border between the cities of Pasay and Parañaque, about 7 kilometers (4.3 mi) south of Manila proper and southwest of Makati, and 19.6 kilometers (36 minutes without traffic) from the Venue in Quezon City. A variety of ground transportation services are available at the terminal.

Participants are advised to arrange their own transportation from airport to hotel and back.

Airport or coupon taxi: Airport or coupon taxis operate on a flat rate basis. The rate charged depends on the zone that covers the passenger's drop-off point. Lowest estimated cost is ₱603 (USD13.00) from the airport to the venue. Distance between **NAIA** and **Luxent Hotel** Timog, Quezon City is **27.24 Km**. Travel time is approximately **56 Minutes**.

Metered taxi: Metered taxis operate on a metered rate basis with flagged down rate of ₱40.00 (USD0.89). Estimated cost is ₱308.00 (USD7.81) from the airport to the venue.

More Airport information is available at: www.miaa.gov.ph

B. GENERAL INFORMATION

1. Visa formalities

Visas are required for nationals of certain countries to enter the Philippines for the duration of the meeting and those who need visas are advised to apply at the Philippine Embassies or Consulates General or Consular Offices. Please check it at: <http://www.dfa.gov.ph/index.php/consular-services/visa-information>.

2. Health regulations

The Philippines is fortunate to be free from epidemics. The country remains safe from bird flu and foot-and-mouth diseases. If you're coming from an area where yellow fever has been reported, you'll need a certificate of vaccination. For more information, visit: <http://www.doh.gov.ph/>

3. Language

Filipino is the national language. English is commonly used in official, formal and informal functions.

4. Measuring System

The official measuring system in the Philippines is the international metric system.

5. Electricity and power outlets

Electricity and power outlets in the Philippines have the standard voltage 220 V and standard frequency 60 Hz. The power sockets that are used are of type A / B. It is strongly advised to check the voltage of each device before plugging it into an outlet. Power outlets in the meeting rooms are limited. Charging of electronic devices will be possible only in designated areas.



Type A



Type B

Climate

Metro Manila's weather forecast in the month of September would have an average high temperature of 37.6 degrees Celsius and an average low temperature of 33.2 degrees Celsius. Due to high temperature and the surrounding bodies of water, the Philippines has a high relative humidity. The average monthly relative humidity varies between 71 percent in March and 85 percent in September (<https://web.pagasa.gov.ph>).

6. Currency

The official currency of the Philippines is the Peso (₱).

Generally, sellers in the Philippines do not accept currencies other than Philippine peso. It is therefore necessary to change foreign currency into peso to make cash payments. Foreign currency can be exchanged at the foreign exchange sections of banks and other authorized foreign exchange outlets.

As a reference, the currency exchange rate: 1 USD ~ ₱ 46.31. Exchange rates fluctuate, please consult daily published reference exchange rates available on <http://www.bsp.gov.ph/statistics/sdds/exchrte.htm> and social media for timely updates.

Major bills and coins in circulation

1000-peso bill



500-peso bill



200-peso bill



100-peso bill



50-peso bill



20-peso bill



10-peso coin



5-peso coin



1-peso coin

7. Duty free shopping

The Arrival Outlet is located at the Arrival Area of the NAIA Terminal 1, the facility enables arriving passengers to purchase Duty Free merchandise such as chocolates, liquor and cigarettes without the worry of confiscation or excess baggage.

The Departure Outlet is situated right after the Departure Immigrations Area of the NAIA Terminal 1, departing passengers can avail of last minute shopping of duty and tax free merchandise. Passengers can choose from a wide variety of perfumes, chocolates, snacks, leather goods, watches, liquor, wines, cigarettes and cigars at duty free prices.

8. Business hours

<i>Banks and exchange offices</i>	Monday to Friday from 9:00 am to 3:00 pm, Forex outlets collocated with shopping malls observe mall hours.
<i>Company offices</i>	Generally open from 8:00 am to 5:00 pm.
<i>Shops and businesses</i>	In Metro Manila, open on Monday to Friday from 10:00 am to 10:00 pm. Shopping malls have no noon break policy.
<i>Cafes, patisseries and pizzerias</i>	Major coffee, pastry and pizza shops are open from 9:00 am to midnight.
<i>Restaurants</i>	Lunch is usually served from 10:00 am until 1:00 pm and dinner from 6:00 pm onwards. Some fast-food establishments are open round the clock.

9. Tipping

For commercial establishments and restaurants charging service fees, tipping is optional, but it is customary to tip porters, valets and doormen.

10. Other useful information

You can find further information on the host city and the Philippines on the following web pages: www.gov.ph and www.itsmorefuninthephilippines.com.

