



**ITU Regional Radiocommunication Seminar 2015
and Workshop on Satellite Coordination for Asia-Pacific
(RRS-15-Asia-Pacific), Quezon City (Manila), Philippines, 25-30 May 2015**

INFORMATION NOTE

A. THE MEETING

1. Venue

Eastwood Richmond Hotel (3rd Floor, Ballroom 2 and 3)

Address: 17 Orchard Road, Eastwood City, Bagumbayan, Quezon City 1110, Philippines.

Tel: +63 2 570 7777; Fax: +63 2 352 7281

Contact point at the venue

Ms. Izza Penetrante Email: ipenetrante@richmondehotel.com.ph

Ms. Shari Lagunilla Email: slagunilla@richmondehotel.com.ph

2. Local contact person (focal point from Host)

Organization Information and Communications Technology Office

Contact Details Tel +63 2 9200101 loc. 3102

Name: Engr. George P. Tardio

Mr. Ruben P. Tadina

Position: OIC, National ICT Planning Division

Planning Officer I

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3. Accommodation and hotel reservations

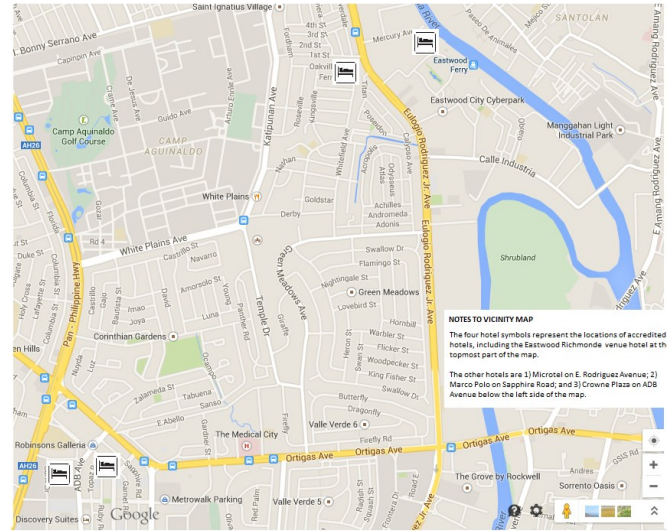
The ICTO Organizing Committee has secured special rates with the venue hotel and has accredited nearby hotels, details of which are given in the table on the next page, where there is also a map showing the location of each hotel in relation to the meeting venue.

Delegates are kindly requested to inform us of the reservations made by fax to (+63 2) 9271714, or by e-mail to ngov@icto.dost.gov.ph, using the forms provided for the purpose. It is important that hotel reservations be made **not later than 12 May 2015 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 cancelled sufficiently in advance.

Please follow these 6 quick steps to facilitate reservation at special rates with the venue hotel:

- Step 1: Go to <http://www.richmondehotels.com.ph>
- Step 2: Click on the property of Eastwood Richmond Hotel
- Step 3: Input the date of the reservation and the special code, then click Check Availability
Special Code: 314620
- Step 4: Kindly key in the Username and Password, then click log-in
Username: DOST-ICTO
Password: ITU2015
- Step 5: Input the date of the reservation and the special code then check availability
- Step 6: Start making your reservation using your special rate during the conference period.

MAP OF VENUE HOTEL AND VICINITY MAP



LIST OF ACCREDITED HOTELS

NAME OF HOTEL	CATEGORY	ROOM TYPE/OCCUPANCY	ROOM RATES	INCLUSIONS
EASTWOOD RICHMONDE HOTEL 17 Orchard Road, Eastwood City, Bagumbayan, Quezon City	☆☆☆☆	Superior Room/Single	₱4,650.00 net	Daily buffet breakfast for one at Eastwood Café, Internet access Daily local newspaper, Bottled water, replenished daily Use of Fitness Center and Swimming Pool
		Deluxe Room/Single	₱5,300.00 net	
		One BR Suite/Single	₱6,700.00 net	
ACROPOLIS MICROTEL INNS AND SUITES E. Rodriguez Jr., Avenue, Bagumbayan, Quezon City	☆☆☆	2 Queen Beds Room, Single/ Double	₱7,000.00*	Buffet breakfast for one, WiFi access, free parking
		1 Queen Bed Suite/Single	₱10,000.00*	
CROWNE PLAZA GALLERIA MANILA Ortigas Avenue cor. Asian Development Bank, Quezon City	☆☆☆☆	Deluxe Room/Single	₱4,667.00++	Daily buffet breakfast for hotel guest(s) at Seven Corners, WiFi access, daily newspaper, complimentary bottled water, use of fitness center and swimming pool
		Twin Bed Deluxe/Double	₱5,173.00++	
		Premier/Single	₱5,573.00++	
MARCO POLO HOTEL Meralco Avenue & Sapphire Street Ortigas Center, Pasig City	☆☆☆☆☆	Superior/Single	₱9,000.00++	Daily buffet breakfast for hotel guest(s) at Cucina, welcome drink, wi-fi access, daily newspaper, bottled water, use of spa, fitness center and swimming pool.

*Published Rate; currency exchange rate: 1 USD ~ 44.8 ₱;

4. 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 expected 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 USD10.00.

Metered taxi: Metered taxis operate on a metered rate basis with flagged down rate of ₱40.00 (USD0.89). Estimated cost is ₱350.00 (USD7.81) from the airport to the venue.

Car Rental: Several car rental desks are present at the Terminal. Passengers wishing to rent a vehicle may consult these desks directly for vehicle choices and rates.

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.

Driving sense

In the Philippines vehicles circulate at left side

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 / C. 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



Type C (also works with E & F)



6. Climate

From March to May the Philippines experiences very hot summers. The country's average temperature can range from 25 degrees Celsius – 32 degrees Celsius (78-90° Fahrenheit), with humidity around 77 percent. Highland areas are much cooler, with night time temperatures at night, dropping to 20 degrees Celsius (68° Fahrenheit). Light outerwear is recommended.

7. 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 ~ 44.8 ₱ . 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



8. Duty free shopping

The Arrival Outlet is located at the Arrival Area of the Terminal 1 MNL, the facility enables arriving passengers to purchase DFP 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 MNL 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.

9. Business hours

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

10. Tipping

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

11. Other useful information

You can find further information on Quezon City and the Philippines on the following web pages: www.quezoncity.gov.ph, www.gov.ph and www.itsmorefuninthephilippines.com