

Responding to the Economic Crisis – Coherent Policies for Growth, Employment and Decent Work in Asia and the Pacific

InterContinental Manila Hotel, Philippines: 18-20 February 2009

Administrative Note (Non-ILO sponsored participants)

Confirmation of Attendance

In order to facilitate the organization of this Forum, it would be greatly appreciated if the confirmation of attendance of the delegates and their advisers be submitted as soon as possible to:

The Regional Director
ILO Regional Office for Asia and the Pacific
11th Floor, United Nations Building
Rajdamnern-Nok Avenue
PO Box 2-349 Rajdamnern
Bangkok 10200 (Thailand)
Fax: +(66 2) 288 3044 or +(66 2) 288 3062
Email: BANGKOK@ilo.org (attention: Ms Prayoonsri Likhitdechakadi)

Venue of the Meeting

The venue of the Forum is the InterContinental Manila Hotel, No.1 Ayala Avenue, Makati City, Philippines,
Tel: +(63 2) 793 7000, Fax: +(63 2) 752 7777, Website: <http://www.intercontinental.com/manila>

More information on the Forum is available at ILO website:

http://www.ilo.org/asia/whatwedo/events/lang--en/WCMS_101303/index.htm

Travel

The ILO is unable to provide financial assistance towards the participation of your organization at the Conference.

Travel Documents

Participants should make their own arrangements in obtaining passports, visas, and other necessary travel documents, as well as any required inoculation or vaccination certificates. The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage, and transport between airports, air terminals and hotels.

Visas

Appropriate visa or visas needed for the journey must be secured well in advance of the meeting. A request for visa authorization, containing full travel schedule and travel document information (passport number, place and date of issue, expiry date, nationality, date of birth), needs to be sent as soon as possible to ILO Subregional Office in Manila (attention: Ms Ma. Alicia Fernando, E-mail: fernandoa@ilomnl.org.ph) with copy to ILO Regional Office in Bangkok (BANGKOK@ilo.org, attention: Ms Prayoonsri Likhitdechakadi).

Sickness or Accident Insurance

Before proceeding to attend the Forum, participants are advised to obtain insurance coverage, either at their own expense or at the expense of their nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Forum and the journey to and from the host country. The ILO cannot accept responsibility or liability for such contingencies.

In case of accident or sickness during the Forum, participants should endeavour to notify the organiser immediately.

Arrival in Manila

Travel arrangements should be made so as to ensure that the participants arrive in Manila on Tuesday 17 February 2009. In case of changes in your itinerary, please urgently inform the ILO Subregional Office in Manila (Ms Ma. Alicia Fernando, at fernandoa@ilo.org) of the exact date, time and flight number of your arrival, with copy to ILO Regional Office in Bangkok (BANGKOK@ilo.org, attention: Ms Prayoonsri Likhitdechakadi).

Workers' representatives should arrive in Manila on Monday 16 February in order to attend the Workers' group meeting which is being held on Tuesday 17 February at the InterContinental Manila Hotel. Agenda of the Workers' group meeting will be sent in due time.

Getting to the Hotel

On arrival at Ninoy Aquino International Airport in Manila, transportation has been arranged to facilitate the transfer of participants to the InterContinental Manila Hotel. Participants are advised to proceed to the airport lobby after exiting at Gate 2 where the hotel airport representatives bearing the hotel logo awaits for arrival. For any assistance at the airport, you may please contact the hotel guests' service agents at mobile number (63) 91 7882 4139, or the hotel concierge at telephone number 752 7519.

Accommodation

Upon request, a single room accommodation (PHP5,000/nett/night/with breakfast) will be reserved at the InterContinental Manila Hotel, No.1 Ayala Avenue, Makati City, Philippines, Tel: +(63 2) 793 7000, Fax: +(63 2) 752 7777, Website: <http://www.intercontinental.com/manila>.

Climate

In February the temperature in Manila would range between 29 to 31°C.

Currency

The currency in the Philippines is the Philippine Peso (PHP). The exchange rate was approximately US\$1/PHP47.51 in January 2009 (this value is subject to fluctuations).

Contact Persons

In case of emergency, please contact:

ILO Manila Office:

Ms Lourdes Kathleen Santos
Tel: +(63 2) 580 9900; +(63 2) 580 9918
Fax: +(63 2) 856 7597
Email: santos@ilo.org

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Email: fernandoa@ilo.org

ILO Bangkok Office:

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