

**First Regional Capacity Building Workshop of the
Convention on the Conservation of Migratory Species of Wild Animals
(CMS) for Non-Parties of Southeast Asia
27-29 October 2015 / Quezon City, Philippines**

FOR PARTICIPANTS:

Dear Participants,

Kindly take note of the important information below.

INFORMATION NOTE FOR PARTICIPANTS

A. VENUE AND ACCOMMODATION

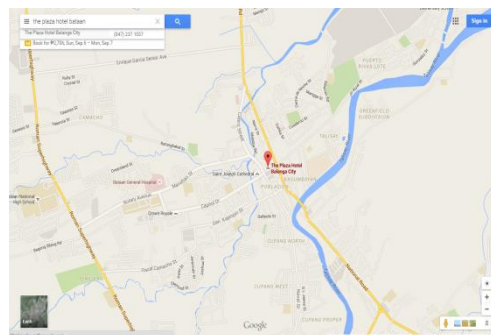
The Workshop will take place at Brentwood Suites Hotel.

All funded Participants are booked at the following hotels during the Workshop:

1. **Brentwood Suites** on 26th and 28th to 29th of October
6 G. Garcia St. Brgy. Paligsahan
Quezon City, Metro Manila Philippines
Tel.: +63 2 927 8888
www.brentwoodsuites.com.ph



2. **The Plaza Hotel** on 27th of October
Plaza Mayor de Ciudad de Balanga
Balanga City, Bataan
Philippines
(047) 237 1037
0917 310 5083
0998 5411741
www.theplazahotelbalanga.com



Check-in time is from 1400 hrs and check-out time is by 1200 hrs. Upon arrival at the hotel, participants must register at the front desk where they will be informed of their room assignments.

N.B.: The organizers will pay the overnight stay for all participants, both funded and non/funded, at the Plaza, as it is linked to the field trip the next day. Please be aware that we will depart at 5.30am from the Plaza Hotel and that you will receive a breakfast bag *en route*.

For all non/funded participants. Kindly take careful note of the above paragraph and make your accommodation arrangements accordingly.

Please note that the hotel requires a deposit using your credit card, or in cash upon check-in. The same amount, if no personal expenses have been made, will be returned in full upon check-out.

The Organizer will shoulder the cost of food and accommodations for the duration of the Workshop for participants from Non-Party countries.

Participants will need to settle the cost of any personal expense (i.e. telephone bills, mini-bar, additional meals, laundry, etc.) directly with the hotel. **Should you wish to extend your stay in the Philippines, expenses will be at your own cost.**

B. TRAVEL ARRANGEMENTS AND REIMBURSEMENT

Visa Requirements. All participants are responsible to make their own visa arrangements. Most foreign visitors do not need visas for stays of less than 21 days. Below is the Standard Procedure for applying for a Temporary Visitor's Visa for participants who need a visa:

1. Application for a temporary visitor's visa must be made in person. In the case of a minor under eighteen (18) years of age, the application may be made for the applicant by a person who, in the opinion of the consular officer, is responsible for his/her welfare. The minor, not an infant in arms, shall be required to appear at the Consulate for interview, together with the person making the application for him/her.
2. Applicants for temporary visitor's visa should normally apply at the Philippine Embassy or Consulate that has jurisdiction over their place of residence. While some visa applicants may apply at any Philippine Embassy or Consulate abroad, others are only allowed to apply for his/her visa at the Philippine Embassy or Consulate in the country of origin or legal residence.

The following are the minimum requirements for applying for a temporary visitor's visa:

1. Passport/travel document valid for at least six (6) months beyond the intended period of stay in the Philippines.
2. Duly accomplished visa application forms.
3. Passport photos (2 pieces).
4. Proof of bona fide status as tourist or businessman.
5. Confirmed tickets for return or onward journey to the next port of destination.
6. Payment of visa fees.

More detailed information may be found at the Philippine Department of Foreign Affairs website - <http://www.dfa.gov.ph/main/index.php/consular-services/visa>

Arrival at the Ninoy Aquino International Airport (NAIA). Transportation to the hotel will be provided. Participants are advised to look for and approach the workshop personnel carrying a signage bearing the ACB/BMB Logo and/or the workshop title at the arrival area of the NAIA. Travel time to the hotel takes 1 ½ to 2 hours.

For funded participants. The organizers will cover the costs for the workshop, including meals and coffee breaks, hotel accommodation, round trip economy airfare and transport from airport-workshop venue/hotel-airport. Kindly keep your boarding passes and other necessary documents to be submitted to the staff of ACB.

Payment of the Daily Subsistence Allowances (DSA). Funded participants will receive the relevant portion of their DSA during the Workshop to cover other travel costs such as visa fees, local travel and terminal expenses.

To assist with quick issuance of the DSA please have your boarding pass and your passport ready for photocopying.

All airfares of participants from Non-Parties are sponsored by the organizers and should be coordinated directly with ACB. ACB will issue e-tickets to eligible participants (roundtrip most direct economy fare). Contact details of the ACB staff are found below:

Ms. Walane DC. Aquino
Events Coordinator
E-mail: wdcaquino@aseanbiodiversity.org

For those sponsored who will purchase their own air ticket, participants shall be reimbursed upon provision of evidence of costs incurred. Without any of the documents mentioned below, reimbursement will not be processed.

- Air Ticket - up to the cost of economy class or cheapest possible rate by the shortest possible route.
 - Original invoice from airline or travel agent
 - Original boarding passes on all routes
 - Original terminal and other travel-related fees
 - Copy of e-ticket

After the journey, all sponsored participants are requested to return/submit all ORIGINAL boarding passes (round trip) to ACB personally, by courier or post.

C. INFORMATION ABOUT THE WORKSHOP

Registration. Registration will start at 8:00 A.M. on 27 October 2015 at the function room of the hotel.

Working language. The working language of the meeting will be in **English**.

For the field visit to Balanga City Wetland and Nature Park on 28 October: Departure time from the Plaza Hotel will be at **5:30am**.

All are advised to bring overnight clothes on the **27th of October**. Kindly wear appropriate clothes that will protect against the sun or rain. Comfortable and easy-to-dry clothing is recommended. Wear rubber-soled shoes since the boardwalk is made of bamboo with uneven surfaces and may get slippery when wet. It also minimizes the noise while walking along the path. Please bring hats or umbrellas.

For more information: <http://tourism.cityofbalanga.gov.ph/contact-us/>.

Documentation and Materials. Paper documents and information materials for the workshop will be kept at a minimum.

D. GENERAL INFORMATION ABOUT THE PHILIPPINES

Health information. Public Health System: Clinics are available in Manila, should the need arise. Travelers, however, are recommended to carry an ample supply of any needed medications and to provide their own insurance. If you need emergency medical assistance during your trip, dial 117 and ask for an ambulance.

Vaccines and medications: Contact your GP around 8 weeks before your trip to check whether you need any vaccinations or other preventive measures. Country specific information and advice is published at [http://www.nathnac.org/ds/c_pages/country_page PH.htm#general](http://www.nathnac.org/ds/c_pages/country_page_PH.htm#general)

Food and water: While traveling in the Philippines, it is safest to consume bottled or treated water. Additionally, it is preferable to consume cooked meat, fish, and vegetables, or produce that has been washed with bottled or treated water

Weather and time zone information. The climate of the Philippines is tropical and maritime. It is characterized by relatively high temperature, high humidity and abundant rainfall. Based on the average of all weather stations in the Philippines, the mean annual temperature is 26.6 degrees Celsius. The climate of the country can be divided into two major seasons: (1) the rainy season, from June to November; and (2) the dry season, from December to May. Current weather conditions can be found at: <http://www.pagasa.dost.gov.ph/>.

The standard time zone will be UTC/GMT + 8 hours.

Electricity. The electrical currents in the Philippines are 220-240 volts, 60 Hertz. The power plugs used in the Philippines are of the two-pin type (see photo below).



Currency. The currency in the Philippines is the Philippine Peso (PHP). The current exchange rate as of 23 June 2015 is USD1.00 = PHP 44.90. Since the exchange rate fluctuates daily, participants should check the latest rate on this web site: <http://www.oanda.com/currency/converter>. There are exchange facilities at the airport, as well as in banks around the hotel.

E. DISCLAIMER

The organizers disclaim all responsibility for medical, accident and travel insurance for compensation for death or disability, for loss of or damage to personal property, and for any other loss that may be incurred during travel time or the period of participation. In this context, it is strongly advised that prior to departure, participants secure international travel and medical insurance for the period of travel and participation.

F. FOR CLARIFICATION AND OTHER INQUIRIES, PLEASE CONTACT:

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