



Asian Development Bank
Launch Seminar:
Lessons from Asia Small and Medium-Sized Enterprise Monitor 2024
Designing an MSME Ecosystem for Resilient Growth in Asia and the Pacific
20–22 November 2024
Auditorium 2–4, ADB Headquarters, Manila, Philippines

LOGISTICS INFORMATION NOTE

This Information Note describes the arrangements made **for DMC participants** for the 3-day event.

CONFERENCE SCHEDULE AND VENUE

Conference Schedule	20–22 November 2024 09:30 a.m. to 17:00 p.m. (Manila time) <i>Registration starts at 9:00 a.m.</i>
Conference Venue	Auditorium Hall 2–4 Asian Development Bank 6 ADB Avenue Mandaluyong City 1550 Metro Manila http://www.adb.org/
Event website	https://adb.eventsair.com/asiasme2024/

DRESS CODE

The dress code for the conference is business attire.

ACCESS TO ADB

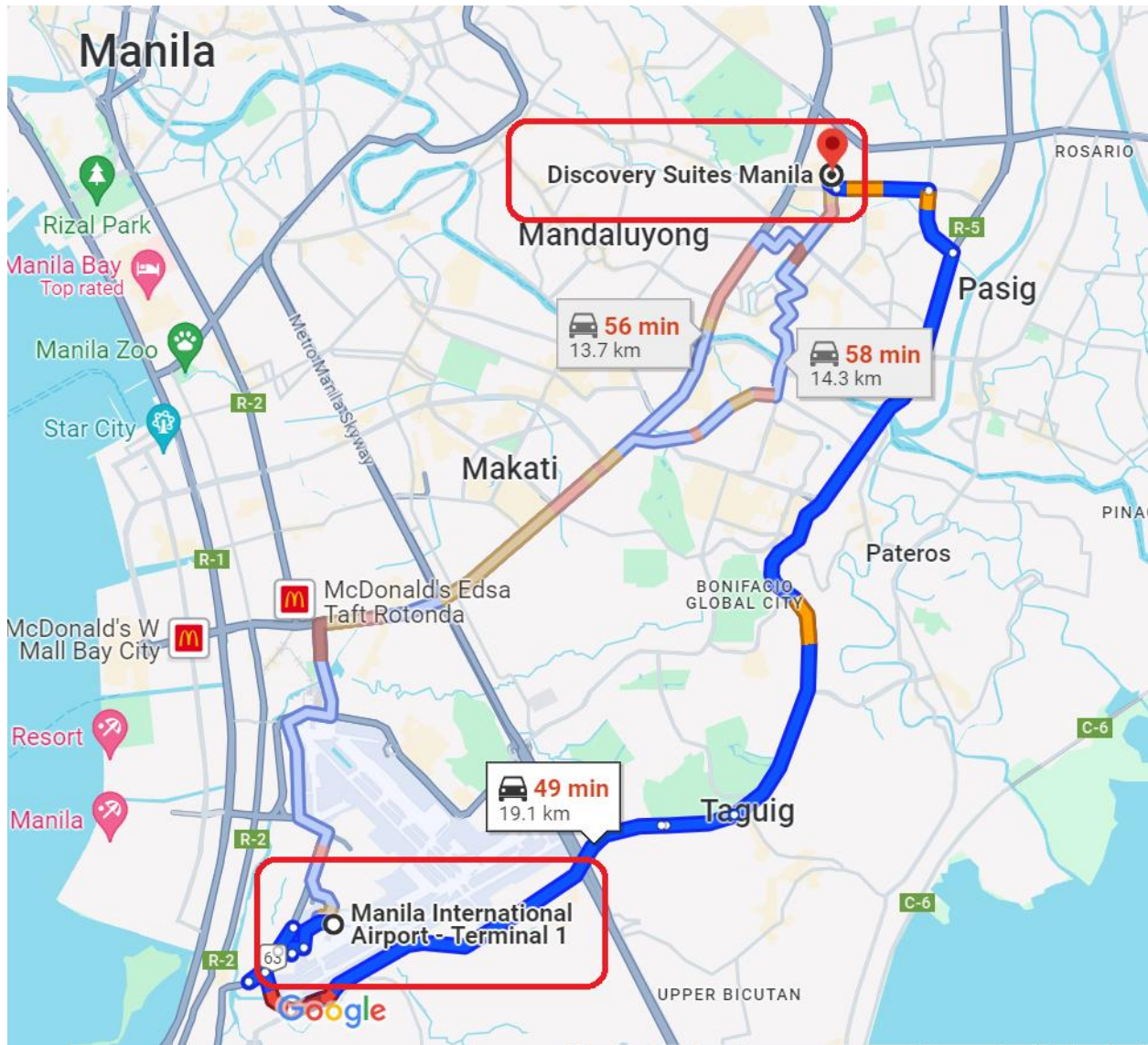
Please enter through the ADB Avenue main gate. You will be required to present valid photo identification (**passport**, driver's license, etc.) in order to receive an ADB-issued building access ID. The ID is valid during the duration of the conference and will allow you to enter/exit ADB headquarters through any of its gates.

WIFI ACCESS

You can connect your devices by selecting “ADB Guest” from the list of wireless networks. The passcode is indicated on the ADB-issued ID.

AIRPORT TO HOTEL MAP

Map 1: Ninoy Aquino International Airport to Discovery Suites



To familiarize yourself with ADB surroundings, below is the ADB vicinity map.



ACCOMMODATION

Booking (single occupancy) had been made by the ADB/organizers at the DISCOVERY SUITES. ADB Headquarters is about two to five minutes' walk from these hotels.

Discovery Suites

25 ADB Avenue, Ortigas Center, Pasig City, 1600 Metro Manila, Philippines

T: +63 2 7719 8888

Website: <http://www.discoverysuites.com>

The booking is inclusive of:

- Daily buffet breakfast for 2 people at Restaurant 5
- Wireless internet access up to 100mbps shared
- Access to the Balance Lifestyle & Fitness Club's gym, swimming pool & sauna
- Daily replenishment of water bottles, coffee and tea
- Access to one (1) parking space per suite
- 10% discount on Business Center Services
- 10% discount on all F&B
- Complimentary local calls

Check-in time: 3:00 p.m. on the day of arrival

Check-out time: 12:00 noon on the day of departure

Requests for early check-in for those who will arrive before 3:00 p.m. and check-out by 2:00 p.m. are already noted by the hotel and will be subject to availability.

Guest room charges of DMCs will be billed to the Asian Development Bank. **Extended stays and incidental charges including airport transfers will be billed to the personal account of the respective guest/s, to be settled prior to check-out in cash or credit card.**

AIRPORT-HOTEL TRANSPORTATION

Below are available transportation options upon your arrival in and departure from Manila. Airport transfers shall be under the guest's personal account.

a. Hotel Transportation

The hotels can arrange transport pick-up and drop-off using the rates below. Please inform the ADB organizing team [Nanette Lozano (nlozano.consultant@adb.org), Angel Roque (alroque@adb.org) or Paulo Halili (phalii@adb.org)] **by 15 November** should you wish to avail of this option.

Discovery Suites

Airport-Hotel Transport Rates

Php 2,000.00 nett

PhP 2,880.00 nett

Terms and Conditions

One-way transfer via Toyota Vios for a maximum of two (2) persons

One-way transfer via Toyota Grandia for a maximum of five to six (5-6) persons

*** Airport transfers rates are subject to change without prior notice. Cost of transfers will be at participants expense.*

b. Ride-Hailing Applications

[Grab](#) is the leading ride-hailing application in Manila. You may download this app to book your transportation to/from the hotel. Standard fare may range from Php500 to Php1,000.

Alternatively, you may approach the International Organizations desk (ADB included) after you have passed through the immigration gate to assist you to the designated Grab booth area. Please make sure to inform the attending officer at the International Organizations desk that you are a guest or speaker for the ADB.

IMPORTANT TRAVEL INFORMATION

ARRIVAL IN THE PHILIPPINES

All arriving passengers must register within 3 days of arrival at [Philippine Travel Information System](https://etravel.gov.ph/signin) (<https://etravel.gov.ph/signin>) and secure their unique QR code. This QR code will be presented to Immigration upon arrival. The online system includes a health declaration for all arriving passengers, regardless of vaccination status and age.

Ensure you bring all necessary travel documents, including a passport valid for more than **6 months**, a valid visa, and any other required documents (such as a letter of invitation or conference details, hotel confirmation letter). Don't forget your company ID for proper identification, and proof of financial capacity (such as credit cards).

DEPARTURE FROM THE PHILIPPINES

1. All departing passengers except 9e visa holders must register within 3 days of departure at the [Philippine Travel Information System](https://etravel.gov.ph/signin) (<https://etravel.gov.ph/signin>) and secure their unique QR code. This QR code will be presented to Immigration during departure. This new online system replaces the traditional departure card.
2. Please arrive at the Ninoy Aquino International Airport Terminal at least **four (4) hours** before your flight due to occasional heavy traffic and possible long lines at the immigration.
3. The **applicable taxes** are already included in your ticket (**ADB-issued tickets**).
4. Flight timings may change based on airline advice. It is recommended to check your flight schedule at least **24 hours** before departure.
5. Seat assignments are subject to change due to last-minute adjustments by the airlines.
6. Each passenger is allowed one (1) piece of hand-carry baggage with a maximum weight of **seven (7) kilos**. Your checked baggage allowance is printed on your ticket.
7. Ensure you have all the required documents for your destination country, complying with medical and health protocols.

ALLOWANCES

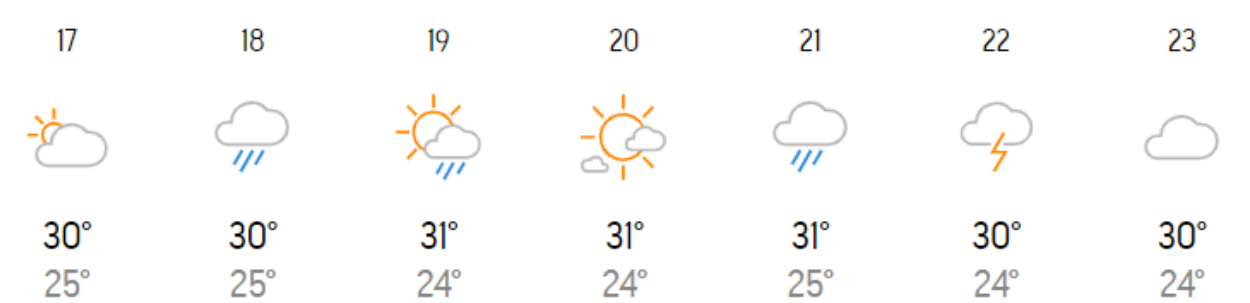
To enable us to process payment of your subsistence allowance and miscellaneous travel expenses allowance (covers passport and visa fees, terminal fees, in-and-out incidental travel expenses/airport transfers), **please keep your boarding passes (to and from Manila).**

Please present the following to claim your allowances: (1) arrival boarding pass/es and (2) your passport/valid identification. Look for Nanette Lozano and/or Angel Roque who will have a designated table outside the venue on 20-22 November 2024.

Return boarding pass/es should be sent by email to Nanette Lozano nlozano.consultant@adb.org and Angel Roque alroque@adb.org by **29 November 2024**.

WEATHER

The weather forecast in Mandaluyong City for 20-22 November 2024 is shown below.



Source: <https://www.accuweather.com/en/ph/mandaluyong/768148/november-weather/768148?year=2024> (accessed on 21 October 2024).

CONTACT INFORMATION

Should you have any questions about conference arrangements, or any questions on matters not mentioned herein, please contact the ADB Team:

Shigehiro Shinozaki (for program agenda)

Senior Economist, Regional Cooperation and Integration Division (ERCI)

Economic Research and Development Impact Department (ERDI)

Email: sshinozaki@adb.org Office: +63 2 8632 6643

Paulo Rodelio Halili (for administrative matters)

Senior Economics Officer, ERCI, ERDI

Email: phalili@adb.org Office: +63 2 8683 1543

Angel Roque (for administrative matters)

Associate Operations Analyst, ERCI, ERDI

Email: alroque@adb.org Office: +63 2 8683 6639

Nanette Lozano (for administrative matters)

Consultant, ERCI, ERDI

Email: nlozano.consultant@adb.org

Leila Rahnema (for administrative matters)

Consultant, ERCI, ERDI

Email: lrahnema.consultant@adb.org

Berik Tankimov (for administrative matters)

Consultant, ERCI, ERDI

Email: btankimov.consultant@adb.org