



ASIA-PACIFIC SOCIAL PROTECTION WEEK 2026

Empowered Lives, Resilient Futures

6-8 October 2026 • ADB Headquarters, Manila



General Information Note for Participants

The Asian Development Bank (ADB) welcomes you to the **Asia-Pacific Social Protection Week: Empowered Lives, Resilient Futures (APSP 2026)**. The following information will provide some guidance prior to and during the workshop.

Visa and Entry Requirements

Please ensure that your passport is valid for travel (more than 6 months from the date of arrival).

For all participants requiring a visa, please ensure that you have the complete documents prior to departure. For visa requirements, please visit: <https://consular.dfa.gov.ph/visa-general-info/>

e-Travel

ADB Travelers are advised to register with [eTravel - Philippine One-Stop Electronic Travel Declaration System](#) for a smoother and quicker entry process. Without the eTravel registration, entry will take longer since documents will need to be verified manually upon arrival. Please note that upon completion of your registration, it will issue you an eTravel personal QR code and please ensure to take a screenshot. Registration for eTravel is FREE.

Arrival in Manila

Option 1: Taxi. Upon arrival in Manila at the Ninoy Aquino International Airport (NAIA-Terminals 1 and 3), please proceed to the International Organizations Desk, which is located right after the customs clearance area. An ADB contact person will direct you to the taxi queue (at the Arrival Area) for your transfer to the hotel. If arriving at Terminal 2, please proceed to the taxi queue outside the arrival area. Accredited NAIA metered taxi services on a cash basis may be taken from the airport to Ortigas Center (where ADB is located) for an approximate rate of Philippine Peso (PHP) 900 (about US\$15.00). Foreign exchange facilities and ATMs are available at the airport.



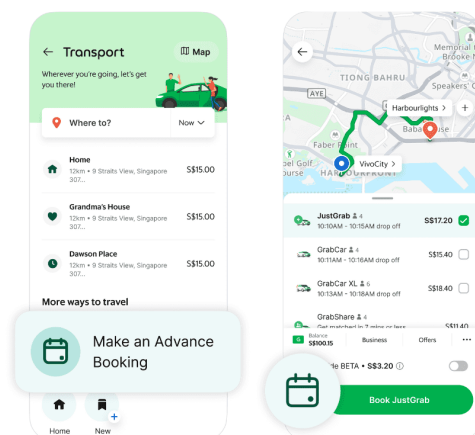
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Option 2: Grab. Many people prefer to take Grab. From the airport to Ortigas Center costs around PHP 500 - 600, though could be more in busier times. Download the GRAB app (available in iOS and Google Apps) to book a ride. Select car icon and enter your pick-up and destination, and book your ride. You can pay the driver in cash as indicated in your booking. You can also make an advance booking for a seamless arrival.



Hotel Accommodation in Manila

FOR SELF-FUNDED PARTICIPANTS ONLY

ADB will provide accommodation for ADB-funded participants. For self-funded participants, the following are nearby hotels where you can book your accommodation. They will offer ADB corporate rates for those attending APSP.

Hotel	ADB Rate / Amenities	Contact / Address
AC Hotel by Marriott Manila	Superior King: Php 7,000 Net per room, per night Inclusions: 1 Breakfast, internet access	Mr. Ryan Loreno GLAS Tower, Ruby Road, San Antonio Pasig City, 1605, Philippines Phone: +63 2 8372 8888 Mobile: +63 920 915 5858 Email: Ryan.Loreno@acmarriott.com
Citadines Millennium Ortigas Manila	Studio – Single/ Twin Php 4,620.00 Net per room, per night	Mr. John Robert Lozareto 11 Ortigas Avenue Ortigas Center 1605 Philippines Phone: +63 2 88146888 Mobile: +63 9176236028



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	Studio Executive Php 4,851.00 Net per room, per night Inclusions: Breakfast, internet access	Email: lozareto.robert@the-ascott.com
Crowne Plaza Manila Galleria	Standard room: Single occupancy, Php 6,300 Net per room, per night Inclusions: 1 Breakfast, Internet access	Ms. Gayle Calub ADB Ave. Corner Ortigas Ave. Ortigas Center, Pasig City, Philippines Phone: +63 2 8790 3100 Mobile: +63 998 840 2092 / +63 917 535 1157 Email: Gayle.Calub1@ihg.com
Discovery Suites	1-Bedroom Suite (Single Occupancy): Php 6,000 Net per room, per night Inclusions: 1 Breakfast, Internet access	Ms. Tiffany Joy Ong-Sison 25 ADB Ave. Ortigas Center, Pasig City, Philippines Trunkline: (63 2) 7719.8888 Loc. 6917 Mobile: +63 917 870 4024 Email: tiffany.ong-sison@discovery.com.ph
Holiday Inn Manila Galleria	Standard room (Single occupancy): Php 5,900 Net per room, per night Inclusions: 1 Breakfast, Internet access	Ms. Gayle Calub ADB Ave. Corner Ortigas Ave. Ortigas Center, Pasig City, Philippines Phone: +63 2 8790 3100 Mobile: +63 998 840 2092 / +63 917 535 1157 Email: Gayle.Calub1@ihg.com
Marco Polo Ortigas, Manila	Superior King: Php 6,400 Net per room, per night Inclusions: Breakfast, internet access, and daily roundtrip shuttle to/from ADB	Mr. Jordan Miranda Meralco Ave. Corner Sapphire Road Ortigas Center, Pasig City, Philippines Phone: +63 2 7720 7777 Mobile: +63 917 620 3368 Email: jordan.miranda@marcopolohotels.com



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Venue Access, Registration, Security, and Health Protocol at ADB

The Asia-Pacific Social Protection Week: Empowered Lives, Resilient Futures will be held in the Asian Development Bank (ADB) Headquarters.

Address:

Asian Development Bank
6 ADB Avenue, Ortigas Center
Mandaluyong City 1550, Philippines

Auditorium Zones 1-4 are the venues for the Plenary and Breakout Sessions. Main Lobby is the venue for Marketplace. Access by participants to the ADB building is allowed only through a visitor registration system.

Access Registration

Registration and daily check-ins on 6-8 October 2026 will be at 8:00 am – 9:00 am.

Please arrive on time so as not to miss the start of the session.

Upon arrival at the Visitors' Reception Area, registered participants will be required to present their passport, or any VALID government issued ID with photo (e.g., driver's license) for verification and issuance of APSP event badge (ADB-issued ID). The event badge will be valid throughout the duration of the workshop (6-8 October 2026) and should be worn at all times while inside ADB premises.

Daily check-in to the event will be via the EventsAIR app. There will be a helpdesk at the Auditorium Hallway, prior to entering the Auditoriums. Check-in will only take less than a minute and will serve as your proof of attendance at the event.

Please ensure that you arrive at the ADB Main Gate 10-15 minutes before the scheduled start time of the first session for seamless registration and ADB ID issuance.

- Enter the compound via the Guadix Drive Gate, Bank Drive Gate, or ADB Avenue Gate.
- Enter the building via the West Core Lobby or Main Lobby.
- Proceed to the Access Control Officer (receptionist) desk, and show any government-issued photo ID for visitor registration.

Security and Health Protocol

- If you are not feeling well, please stay in your hotel and advise the APSP Secretariat through email at apsp@adb.org



Presentations and/or Other Materials

All presentations and/or training materials will be available on the event website and app.

Food and Drinks

Tea/Coffee and light snacks will be served in the morning and afternoon breaks at the Auditorium Hallway. Lunch will be served in the Executive Dining Room and Haven, 2nd floor, Special Facilities Block.

ADB will host a Networking Cocktail Reception on 6 October 2026 at the ADB Courtyard.

Restaurants that serve dinner are located a few minutes' walk outside ADB. There are many restaurants and coffee shops inside the nearby malls.

Dress Code

Participants are encouraged to observe corporate business attire or business casual dress code.

Medical Insurance

ADB provides a Global Group Insurance Plan for Visitors (GGIPV) which covers Accidental Death and Disability (AD&D) and Medical Insurance coverage for ADB's fully funded participants in ADB-sponsored seminars, training programs and conferences. Payment of claims is on a reimbursement basis.

Medical Facilities

A medical clinic is available at ADB Headquarters for limited emergency services. Private hospitals are located around 15 minutes from ADB Headquarters.

Location of Miscellaneous Services/Facilities at ADB Headquarters Building

- ADB Cashier: Ground Floor, Office Tower Building



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- Commercial Banks: Ground Floor, Office Tower Building
- Travel Agents: Ground Floor, Office Tower Building
- Personal Counter (phone cards, courier services, etc.): Ground Floor, Office Tower Building
- Post Office: Ground Floor, Office Tower Building
- ADB Staff Hub: Level 1, Special Facilities Block
- Library: Level 1, Office Tower Building
- Prayer Room: Quiet Room 1875, Level 1, Special Facilities Block (at the back of Auditoriums)

Lost and Found

Please take care of your personal belongings while inside the ADB premises. Lost and found items at the workshop venues will be safekept by the event secretariat at the Secretariat's desk, Auditorium Hallway. By the end of the event, any unclaimed items will be turned over to the ADB Security Detachment Office in G317. Unclaimed items will be donated after 6 months.

Weather

Manila weather: throughout October, the most common forms of precipitation are moderate rain, thunderstorms, and light rain. The event venues are air-conditioned, and the indoor temperature is about 24 degrees Celsius (about 75 Fahrenheit).

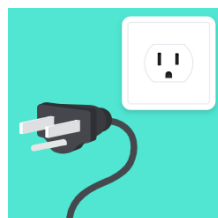
For information about the local weather, currency, transport, business hours, and more visit:
<http://www.tourism.gov.ph>

Travel Adapters

In the Philippines, plug type A which has two flat parallel pins and plug type B which has two flat parallel pins and a grounding pin are most used. Within ADB premises, plug type B is available. The Philippines operates on a 220V supply voltage and 60Hz. Ensure your personal electrical devices are compatible.



Type A



Type B



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Currency Exchange and ATM

The official national currency in the Philippines is the Philippine peso. As of 29 May 2026, US\$1 = PHP 61.45. Please check exchange rates using this link: [BSP website](#)

Currency exchange and ATMs are available at the airport and ADB Headquarters.

Banks are generally open from Monday to Friday from 9:00 a.m. until 3:00 p.m.

American Express, Mastercard, and Visa card are accepted widely in Manila.

Departure from Manila

For your departure from Manila, you are advised to confirm your transfer arrangement to the airport with the hotel desk ahead of time, or you can take a regular taxi or Grab to the airport. Due to the occasional heavy traffic between Ortigas Center and the airport, it is advisable to leave for the airport at least five (5) hours before your flight departure. The car that will take you to the airport shall be at the lobby 5 hours before your flight time.

Event Secretariat

For content-related queries: Anand Ramesh Kumar (arameshkumar@adb.org) and Lydia Domingo (ldomingo@adb.org) with copy to Maria Genieve E. Ong (medar.consultant@adb.org).

For flights, airport transfers and hotel-related queries: Christine C. Linaza (clinaza.consultant@adb.org) and Flordeliza C. Huelgas (fhuelgas.consultant@adb.org).

For other logistics-related queries: apsp@adb.org with copy to Rea Molina (reamolina@adb.org) and Rodeth Anne Dabay (rdabay@adb.org).

Emergency Contact Numbers

Travel Emergency: 632-4444 local 5166; 632-4444 local 70610

Airport assistance: 877-1109 local 2891 / 833-8756

Airport transfers: ECLPI (632) 855-7731, (632) 886-9931 to 39 loc. 801 & 804

ADB Security: +63 2 6325220; +63 2 999 999 5220

Other emergency concerns: Please contact the secretariat (listed above)



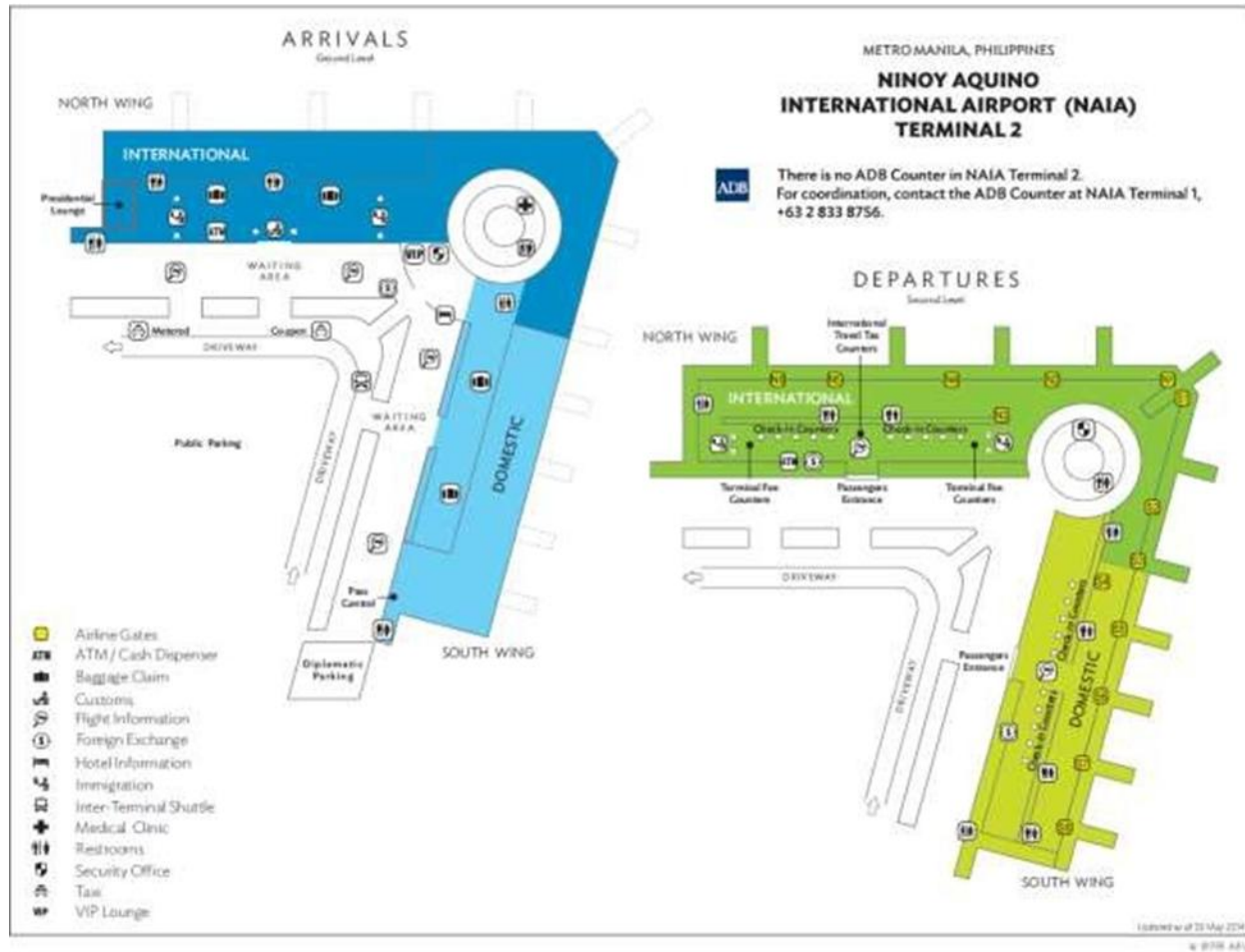


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Attachment 2: Map of Ninoy Aquino International Airport Terminal 2





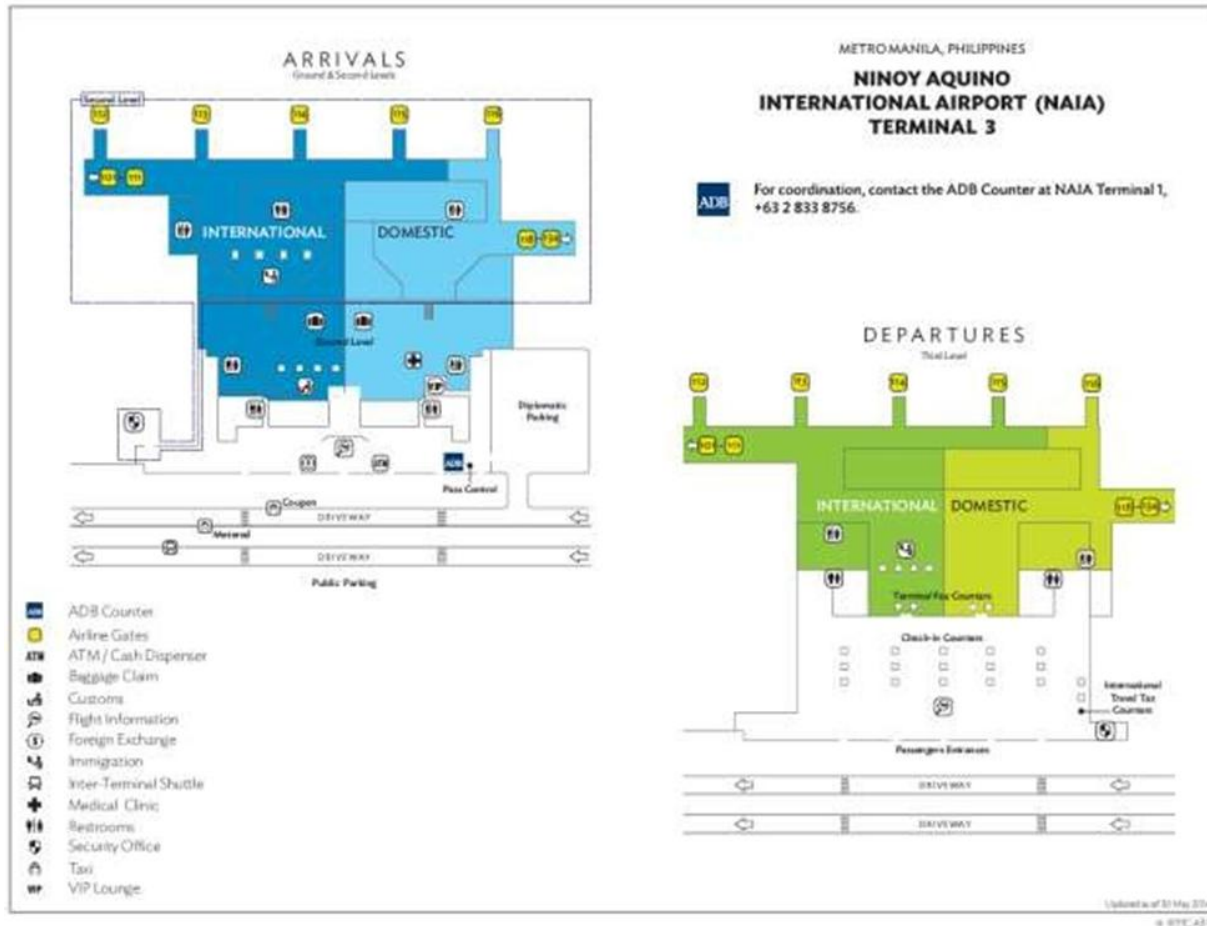
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Attachment 3: Map of Ninoy Aquino International Airport Terminal 3





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Attachment 5: ADB Headquarters Venue and Facilities

