



# Information Note for Participants

**Investigating for a Sustainable Tomorrow**

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Asian Development Bank, Manila | 13–15 November 2024

## Getting to Manila



### Travel & Visa Requirements

Ensure that travel documents are valid and up to date prior to departure. Obtain a Philippine visa, if necessary.

The Philippines grants visa-free entry to passport holders of certain countries while requiring a visa for others. Check if your passport will require a visa for entry to the Philippines on the [Department of Foreign Affairs](#) website.

ADB can issue a note verbale to facilitate visa application. Please advise the **CII 2024 Organizing Committee** if you need assistance with your visa application.



### Vaccination and Other Rules for Entry to the Philippines

Within 48 hours before arriving in Manila, register with [eTravel – Philippine One-Stop Electronic Travel Declaration System](#) for a smoother and quicker entry process. Registration is free.

Upon completion of registration, a QR code will be provided. Please take a screenshot of this and present to officials when requested. Without this, entry will take longer since documents may need to be verified manually upon arrival. For more information, see [e-Travel Frequently Asked Questions](#).

Vaccination and COVID tests are no longer required for entry to the country.



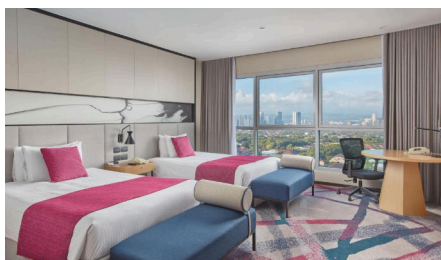
### + Venue

The conference will be held at the [Asian Development Bank](#) headquarters, 6 ADB Avenue, Mandaluyong City, Philippines.

### Accommodation

Participants are requested to make their own accommodation arrangements.

ADB has established corporate rates with these suggested hotels that are within walking distance of ADB's HQ. When making a reservation, specify your participation in the **Conference of International Investigators at ADB**. These hotels are often fully booked, thus, advanced booking is highly encouraged.



### CROWNE PLAZA MANILA GALLERIA

Ortigas Avenue corner ADB Avenue, Ortigas Center, Quezon City 1100, Philippines (across the street from ADB HQ; approximately 5–7 minute walk)

**Standard Room** PhP6,100nett

Email: [CPGM.ReservationsMNLCP@ihg.com](mailto:CPGM.ReservationsMNLCP@ihg.com),  
cc: [gayle.calub1@ihg.com](mailto:gayle.calub1@ihg.com)



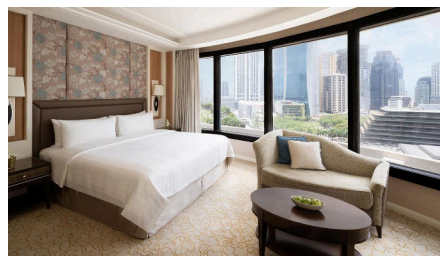
### DISCOVERY SUITES MANILA

25 ADB Avenue, Ortigas Center, Pasig City 1600, Philippines (across the street from ADB HQ, approximately 5–7 minute walk)

**Junior Suite** PhP4,800nett/night (1-2 pax occupancy)

**1 Bedroom Suite** PhP5,300nett/night

Email: Ms. Paola Roxas, Associate Sales Manager, [paola.roxas@discovery.com.ph](mailto:paola.roxas@discovery.com.ph)



### EDSA SHANGRI-LA MANILA

1 Garden Way, Ortigas Centre, Mandaluyong City 1650, Philippines (approximately 10–15 minute walk to/from ADB; shuttle service available at a cost)

**Tower Wing Deluxe Room**  
PhP 6,500nett/night (single)

**Garden Wing Horizon Club Room**  
PhP 9,250nett/night (single)

**Tower Wing Executive Room**  
PhP 9,800nett/night (single)

Email: Ms. Michele Castro, Sales Manager, [michele.castro@shangri-la.com](mailto:michele.castro@shangri-la.com),  
cc: [customersales.esl@shangri-la.com](mailto:customersales.esl@shangri-la.com)





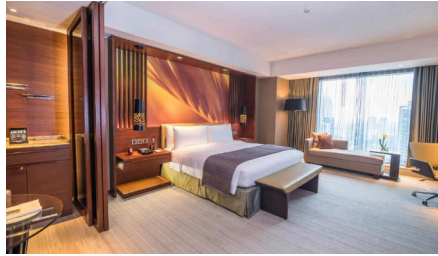
### JOY-NOSTALG HOTEL AND SUITES MANILA

17 ADB Avenue, Ortigas Center, Pasig City 1600, Philippines (Across ADB HQ Manila, 5-minute walk)

**Studio Executive (40sqm)**  
PhP 6,000nett

**One Bedroom Suite (90sqm)**  
PhP 6,700nett

Email:  
Ms. Gladys Silverio, Sales Manager,  
[gladys.silverio@accor.com](mailto:gladys.silverio@accor.com),  
cc: [micher.velo@accor.com](mailto:micher.velo@accor.com)



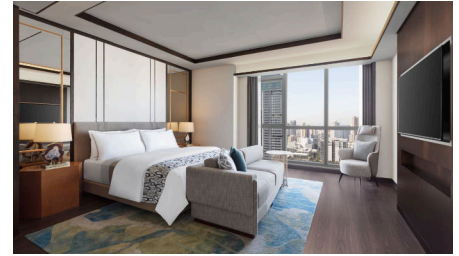
### MARCO POLO ORTIGAS

Meralco Avenue and Sapphire St.,  
Ortigas Center, Pasig City 1600,  
Philippines (10-15 minute walk to/from ADB)

**Superior Room** PhP 6,000nett/night  
(single/double)

**Deluxe Room** PhP 6,400nett/night  
(single/double)

Email:  
Ms. Katrina Anne Uy, Director of Sales,  
[katrina.uy@marcopolohotels.com](mailto:katrina.uy@marcopolohotels.com)



### THE WESTIN MANILA

San Miguel Avenue corner Lourdes Drive, Ortigas Center, Mandaluyong City 1552, Philippines  
(approximately 1km away from ADB; around 13-18 minute walk)

**Deluxe Room (King/Double beds)**  
PhP 6,700nett/night (Single occupancy)

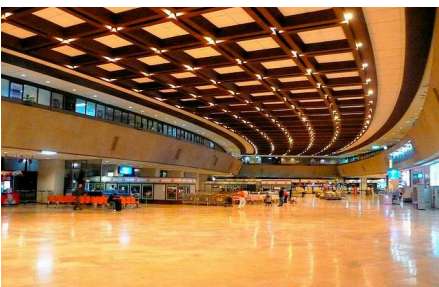
Reservation may go directly to their website. Use the corporate code "ADB".

**Contact:**  
[wh.mnlwp.reservations@westin.com](mailto:wh.mnlwp.reservations@westin.com)

## Airports and Transfers

### ✈️ Manila Airports

International travelers will arrive at one of Manila's three Ninoy Aquino International Airport (NAIA) terminals, all of which are situated within 20 kilometers (about 12.43 mi) from ADB Headquarters.



### NINYO AQUINO INTERNATIONAL AIRPORT TERMINAL 1 (NAIA 1)

This terminal handles all international flights not served at Terminal 3.



### NINYO AQUINO INTERNATIONAL AIRPORT TERMINAL 2 (NAIA 2)

Terminal 2 is the exclusive terminal of Philippine Airlines and it is divided into two wings: North Wing for international flights and South Wing for domestic flights.



### NINYO AQUINO INTERNATIONAL AIRPORT TERMINAL 3 (NAIA 3)

Terminal 3 handles international flights operated by All Nippon Air (ANA), Cathay Pacific Airways, Cebu Pacific Air, China Southern Airlines, Emirates, Ethiopian Airlines, Etihad, Gulf Air, Jetstar, KLM Royal Dutch Airlines, Qantas, Qatar, Scoot, Singapore Airlines, Starlux, Thai, Tiger Air, Turkish Airlines, and United Airlines.

#### For Inquiries or Assistance

An International Organizations Reception Desk (IORD) in the arrival area of NAIA Terminals 1 and 3 are staffed by ADB-contracted representatives. Schedule as follows:

Terminal 1: 6:00 a.m.-11:00 p.m. (Landline: +63 2 8833 8756)

Terminal 3: 6:00 a.m.-11:00 p.m. (Landline: +63 2 8511 0648; Cell #: +63 999 999 2727)



## Airport–Hotel Transport

ADB will not provide official airport transfers to and from the hotel accommodation for CII participants. For safety, we strongly recommend that you arrange transportation directly from the airport to your hotel (their rates vary depending on the type of vehicle) prior to your arrival in Manila.

Other transport options:

- An airport taxi can be hailed at designated lines at the airport upon arrival. Participants may opt to ask for assistance at the IORD prior to exiting the building. For departure, taxis can be arranged through the hotel concierge.
- Ride-hailing app Grab can also be taken upon arrival. [Download the app beforehand.](#)

For participants arriving and opting to take a taxi, it is best to ride airport-accredited taxis or the yellow-metered cabs (for Terminals 2 and 3). The ride to Ortigas Center (where ADB is) may range from PhP1,000–1,500 pesos (US\$20 to US\$30) depending on traffic conditions. To pay for the taxi fare, have local currency ready. There are currency exchange booths and banks at each terminal.

Travel time from the airport to a hotel in Ortigas Center is about 1 to 1.5 hours depending on traffic conditions.

When leaving Manila, be at the airport at least three hours prior to flight departure. Be aware of the occasional heavy traffic from Ortigas Center to the airport and seek advice from your hotel front desk on the optimal time to leave for the airport. Double check the airport terminal of your flight to facilitate ease of transfers.

## At ADB HQ



### Registration

Confirmed participants should access ADB's Headquarters through the Visitors Reception Center (VRC) located along the main gate at 6 ADB Avenue (pictured). Access to the ADB building is allowed only through a visitor registration system. Arrive and register early to avoid queues at the security check.

Proceed to the Registration and Information Desk to collect the conference ID. Present a valid ID to Reception. They will scan and return this, as well as take your photo for the conference ID.



### Conference ID

The conference ID allows participants to freely access the ground and first floors, including entry and exit at ADB's various gates. The ID should be always worn when inside ADB premises. Participants may be asked to produce the ID or credentials while inside ADB. This ID is valid only for the duration of the conference.



### Dress Code

Dress code is business attire or business casual. For the Gala Dinner on 14 November 2024, please wear business attire.



### Calls and Internet Connection

Local calls may be made from telephones located outside the auditorium. Free Wi-Fi is available inside ADB. The login password will be indicated in your conference ID and at the auditorium reception desk.

## ADB Facilities



### Ground Floor

Service providers including ATMs, forex, and commercial banks (HSBC, Metrobank, BPI, BDO, Union Bank); courier services (PhilPost, LBC, DHL); pharmacy (Watsons); travel agency (Rajah Tours); laundromat; cooperative store; and ADB Security Office.

### Level 1

Dining and meeting areas including Staff Hub, Starbucks, Bo's Coffee; co-working hub; library; auditorium; and multi-function halls.



## During the Conference

### Food and drinks

- Coffee will be available starting at 8:30 a.m.
- Snacks will be provided during morning and afternoon breaks.
- Lunch will be served daily in ADB's premises.
- Other food and beverage options are available at the Staff Hub, Starbucks, and Bo's Coffee at the participants' cash expense.

### Agenda

To follow.

### Contact

CII 2024 Organizing Committee  
Office of Anticorruption and Integrity  
Asian Development Bank  
Email: [cii2024@adb.org](mailto:cii2024@adb.org)

## Vicinity Map



## Nearby Facilities

### Medical Clinics

#### Clinica Manila

2nd Floor, SM Megamall Building A  
Doña Julia Vargas Avenue,  
Mandaluyong City  
Tel: +632 8661 7777

#### Keralty MegaClinic

5th Floor, SM Megamall Building A  
Tel: +632 8637 9661 to 68

#### The Medical City Hospital

(a long walk or a short taxi ride)  
Ortigas Avenue, Pasig City  
Tel: +632 8988 1000 or 7000

### Shopping Malls and Supermarkets

- SM Megamall
- Robinson Galleria
- The Podium

## About the Philippines and Manila



The Philippines is an archipelagic country in Southeast Asia with more than 7,000 islands. Metro Manila is the national capital region of the country. It covers one municipality and 16 cities, including the City of Manila (the country's capital), Quezon City (the most populous), Makati City (the central business district), and Mandaluyong City (where ADB is located).

Strategically located at the center of Southeast Asia, Manila was the first “global city” that connected Asia, the Americas, and Europe during the Manila-Acapulco galleon trade in the 1500s. Today, Metro Manila is a cosmopolitan city with a rich history and unique fusion of East and West, meshed with modern and traditional influences.



### Language

Filipino is the national language. English is the business language and is widely spoken. English is the official language that will be used during the Conference.



### Telephone Codes

The Philippine dialing code is +63 and the area code for Metro Manila is 2. Roaming charges may apply when using your personal mobile networks.



### Time Zone

Manila is 8 hours ahead of Greenwich Mean Time (GMT+8).



### Climate

The average temperature in Metro Manila for November will range from 22°C to 31°C. For the latest weather information, check the [Philippine Atmospheric, Geophysical and Astronomical Services Administration \(PAGASA\)](#).



### Currency Exchange and Credit Cards

The currency of Philippines is the Peso. As of June 2024, the exchange rate is approximately Php58 = US\$1.

Exchange counters and ATMs are available at the airport, hotel lobbies, and at in-house banks at ADB headquarters. International credit cards are widely accepted.



### Emergency Numbers

Police: 117  
National Emergency Hotline: 911



### Business Hours

Private and government offices hold office either from 8:00 a.m. to 5:00 p.m. or from 9:00 a.m. to 6:00 p.m. on weekdays. Most shopping malls are open from 10:00 a.m. to 8:00 p.m. daily. There are 24-hour convenience stores, ATMs, and pharmacies. Banks usually close at 4:00 p.m.



### Electric Current

Electrical sockets in the Philippines are usually 220 volts AC at 60 hertz, using [type “A” or “B”](#) electrical sockets. For other types of plugs, you may wish to bring an adaptor.



### Smoking Restrictions

ADB is a no-smoking zone. Smoking in public places is prohibited per the Tobacco Regulation Act of 2003 (Republic Act 9211). Violators may be fined.