



FOR PARTICIPANTS ONLY

12 February 2009

UNITED NATIONS ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

Emerging trade issues for policymakers in developing countries of Asia and the Pacific New Era of Trade Governance
4-6 (a.m.) March 2009

Multi-Stakeholder Steering Committee (MSC) Meeting of the Asia-Pacific Research and Training Network on Trade (ARTNeT)
6 (p.m.) March 2009

Manila, Philippines

INFORMATION NOTE FOR PARTICIPANTS

General

1. Emerging trade issues for policymakers in developing countries of Asia and the Pacific New Era of Trade Governance is to be held at Renaissance Hotel. The opening of will be at 1330 hrs on 4 March, where all subsequent session on 5 March also be held from 0900 -1700 and on 6 March from 0900 to 1245 hours.
2. Multi-Stakeholder Steering Committee (MSC) Meeting of the Asia-Pacific Research and Training Network on Trade (ARTNeT) is to be held at Renaissance Hotel on afternoon of 6 March 2009 .The meeting will start at 1400 to 1700 hours.

Organizing secretariats

3. The workshop is jointly organized by the secretariats of UNCTAD/ITC, WTO, UNESCAP and PIDS.

For further information concerning substantive preparations and organizational aspects of the NTB project and workshop (4-6 March 2009) please contact:

Ms. Mia Mikic
Economic Affairs Officer
Trade Policy Section

Tel: (66-2) 288-1410
Fax: (66-2) 288-1027, 288-3066
e-mail <mikic@un.org>

5. For further information concerning substantive preparations and organizational aspects of the Steering Committee (6 March 2009) please contact:

Mr. Yann Duval
Economic Affairs Officer
Trade Policy Section

Tel: (66-2) 288-2252
Fax: (66-2) 288-1027, 288-3066
e-mail <duvaly@un.org>

For further information concerning local organizational and logistical aspects of all events please contact:

Ms. Tavitra Ruyaphorn
Team Assistant
Trade Policy Section

Tel: (66-2) 288-1422
Fax: (66-2) 288-1027, 288-3066
e-mail <ruyaphorn@un.org>

Visa requirements

4. Participants should obtain an entry visa to the Philippines, if necessary, from the Embassy or Consulate of the Philippines located in their respective countries before departing for Manila.
5. Participants are also advised to obtain, where necessary, a transit visa for places en route to Manila before the commencement of their journey.

Please visit <http://www.gov.ph/faqs/visa.asp> for Philippines visa requirements.

Registration and identification badges

6. Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room between 0830 to 0845 hours on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear in the list of participants. Without registration, names of participants will not be included in the list.

Hotel accommodation

7. Accommodation at special rate has been arranged for participants at:

Renaissance Makati City Hotel, Manila
Esperanza Street Corner Makati Avenue
Makati City, 1228 Philippines
Phone: +63-2 811 6888



<http://www.marriott.com/hotels/travel/mnlhw-renaissance-makati-city-hotel-manila/>

- The rate for single room is at \$ 100 + 10% service charge + government tax or \$122.60 NETT.
- Additional USD\$ 20.00 (subject to VAT, Local taxes and 10% Service Charge) shall be charged for Twin Sharing.
- **The map of the hotel is available on page 6.**

Inclusions and Amenities: Buffet Breakfast for one
Complimentary 2 bottled water per night
Complimentary use of the Health Club

Facilities: Gym/ Fitness, Pool Outdoor

Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, etc.).

8. All sponsored participants are advised to stay at the Renaissance Makati City Hotel and forward the request for room reservation on page 5 and flight details at the earliest in accordance with the attached hotel reservation form, preferably before **20 February 2009**.

Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, and airport transfer).

Transportation on arrival and departure

9. Upon request to Renaissance Makati City Hotel, the airport can be arranged at the below rate.

Cefiro (capacity: 3 pax)	PHP 2,500.00 nett / way / car
Grandia / Estate (capacity: 8 pax)	PHP 2,500.00 nett / way / car
E-150	PHP 3,000.00 nett / way / car
Mercedes Benz	PHP 3,000.00 nett / way / car

10. Additionally, participant can make their own transportation arrangements from the Ninoy Aquino International Airport (NAIA) to the AIM. Metered-taxi and bus services are readily available at the airport. More information on the airport is available at www.miaa.gov.ph

Weather

11. Philippines has a tropical marine climate with three distinct seasons. These include wet and rainy season (June-October), the cool and dry season (November-February) and the hot and dry season (March-May). Temperature ranges from 20-25 degrees Celsius in March.

Electricity

Please visit the site <http://www.travel-images.com/electric-plugs.html> for more information.

Foreign exchange

12. All major convertible currencies and travelers' cheques can be easily exchanged for the Philippine peso currency at the prevailing market rates. Exchange rates may fluctuate from time to time. As of 2 February 2009, US\$1 is equivalent to **PhP 47.67**.

Working language of the seminar and documents

13. All events will be conducted in English, and all documentation will be issued only in English. There will be no interpretation service provided.

Financial and administrative arrangements

14. In those cases where the participation costs are borne by the ESCAP secretariat, its financial responsibilities will be limited to meeting travel expenses as indicated in paragraphs 16, 17 and 18 below. Any other expenses will be the sole responsibilities of the participants themselves, for example:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to

and from the airport of arrival and departure in the home country;

- (ii) Salary and related allowances for the participants during the period of the seminar;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the seminar;
- (iv) Compensation in the event of death or disability of participants in connection with attending the seminar;
- (v) Any loss of or damage to personal property of participants while attending the seminar or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the seminar.

15. For participants whose travel is sponsored by WTO/ESCAP, UNDP offices in their respective countries will be authorized to issue them most direct economy round-trip air ticket (home country/Manila/home country) to arrive at Manila one day before the event and to depart on 6 March evening (subject to flight available) or the day after the seminar. The participants will be provided with a daily subsistence allowance of US\$ 215 (at current UN DSA rate) for the duration of events (4-6 March) which include one extra day in lieu of miscellaneous and terminal expenses. **Accommodation expenses at the Hotel or any other hotel will be at participants' own responsibility.** DSA in connection with transit expenses for places en route to and from Manila (according to the authorized route) will be reimbursed upon participants' submission of their completed UN voucher for international travel expenses (F.10 form) to the ESCAP secretariat after the return to their respective countries. The duly completed F.10 forms must be sent along with the used air ticket stubs, boarding passes and the completed payment instruction forms which will be provided, on request, at the seminar. For participants whose countries do not have UNDP offices, ESCAP will send travel advice to respective airlines in their countries for ticket collection.

16. To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, passports and copy and inbound boarding passes to the ESCAP secretariat staff on duty in the meeting room before the opening of all events.

17. Sponsored participants are expected to stay for the full duration of all events. However, if for any sudden reason, they are unable to stay for the full duration of the seminar, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

18. Please be advise that the airport terminal fee for departing passengers is “PhP750”.

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HOTEL RESERVATION FORM

**Emerging trade issues for policymakers in developing countries of Asia and the Pacific New Era
of Trade Governance**

**Multi-Stakeholder Steering Committee (MSC) Meeting of the Asia-Pacific Research and
Training Network on Trade (ARTNeT)**

**4-6 March 2009
Manila, Philippines**

Mr [] Ms [] Name: _____ First Middle Last
Functional title and full street address:
Tel: _____ Fax: _____ e-mail: _____
Arrival date at Manila: _____ Flight: _____ at: _____ hours Departure date from Manila: _____ Flight: _____ at: _____ hours Air port pick up: <input type="checkbox"/> Yes <input type="checkbox"/> No
Room requirement at the Renaissance and period of stay: (pls double click on the box) <input type="checkbox"/> Single or <input type="checkbox"/> Double From _____ To _____ <input type="checkbox"/> Smoking <input type="checkbox"/> non-smoking <input type="checkbox"/> extra bed : Free of charge but subject to availability.
The above reservation is guaranteed by: (Required) Credit Card No. : _____ Expiry Date: _____ Card holder's name: _____ Signature : _____ Date: _____

Please fax the form with attention to

1) Ms. Angeli Umali Event Management- Renaissance Makati City Hotel Esperanza Street Corner Makati Avenue Makati City, Philippines Fax: (632) 755 6866/ 755 6827) e-mail: angeli.umali@renaissancehotels.com	2) Ms. Cherry Reyes Sales Center Renaissance Makati City Hotel, Esperanza Street Corner Makati Avenue Makati City, Philippines Fax: (632) 755 6866/ 755 6827) e-mail: cherry.reyes@renaissancehotels.com
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3) Ms. Tavitra Ruyaphorn
Team Assistant
Trade and Investment Division
Economic and Social Commission for Asia and the Pacific
Bangkok, Thailand
Tel: (66-2) 288-1422
Fax: (66-2) 288-3066, 288-1027
e-mail: ruyaphorn@un.org

Hotel Map

Renaissance Makati City Hotel, Manila
Esperanza Street Corner Makati Avenue
Makati City, 1228 Philippines

