

Information Note

34th Executive Committee Meeting and International Seminar 2016 November 23 – 24, 2016 · Makati, Philippines

The CityNet Secretariat and Makati City look forward to welcoming you to Makati for the 34th Executive Committee Meeting. Please refer to the information below for your convenience. We hope that you will have an enjoyable and fruitful time during the event.

1. Program Duration and Venue

The program will be held for two full days from **November 23-24, 2016** and will take place at:

Discovery Primea Makati

Discovery Primea, 6749 Ayala Ave Makati 1226 Metro Manila, Philippines

Phone Number: +63-2-955-8888/ Fax: +63-2-955-8889

Email: dp.rsvn@discovery.com.ph

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

CityNet Focal Point: Ms. HeeSoo Joo: +82-2-723-0639

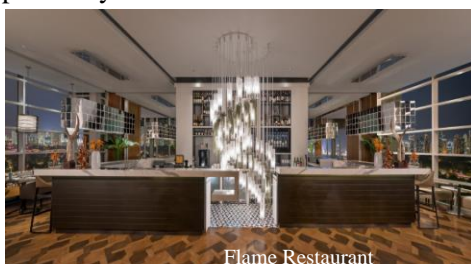


2. Tuesday, November 22nd - Transportation to the Hotel on Arrival at Manila International Airport

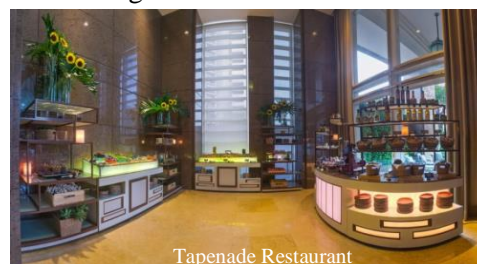
Upon arrival at Manila International Airport on November 22, after you have collected your luggage, please proceed to the ExCom2016 Information Desk at the airport arrival hall. The pick-up services will be provided by Makati City from the airport to the hotel.

3. Tuesday, November 22nd - Arrival Dinner

Makati City will host an informal dinner at two places: Flame Restaurant and Tapenade Restaurant (vegetarians only) from 18:00-20:00 on November 22. During check in, the hotel will provide you with a meal ticket which will be included in registration kit.



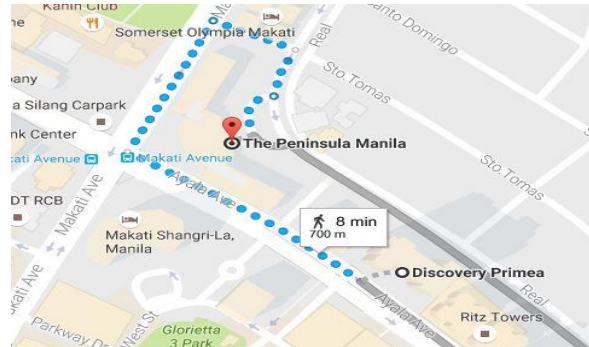
Flame Restaurant



Tapenade Restaurant

4. Wednesday, November 23rd – Strategic Planning & Welcome Dinner

- **Strategic Planning Meeting:** ExCom and CityNet partners (only invitees) will participate the meeting from 9am to 5pm.
- **Welcome Dinner:** Seoul Metropolitan Government will host the welcome dinner at the Peninsula Manila hotel on November 23rd from 7pm to 9pm.



5. Thursday, November 24th - Executive Committee Meeting (Closed/Open Sessions)

The 34th Executive Committee Meeting will take place at Discovery Primea Makati Shakespeare and Cervantes Convention Center. There will be both open session in the morning and the closed session afternoon.

- **Open Session of ExCom Meeting:** All other partners and participants are invited to join the open sessions of the meeting from 9am. ExCom members, national chapters and cluster leaders will have presentations.
- **Closed Session of ExCom Meeting:** Only invited participants will participate in the closed session. During the closed session, there will be discussion on the budget issues and review of agenda papers afternoon.

5. Meals

For participants staying at Discovery Primea Makati, all meals will be sponsored from November 23-24. Breakfast will be provided at the hotel. Lunch and Dinner venues will vary; check schedule for more information. Halal and Vegetarian menus will be available. For those arriving on November 22, only arrival dinner will be provided for participants at Flame Restaurant and Tapenade Restaurant.

6. Departures

Transportation will be provided from the hotel to the airport. It takes approximately 40-60 minutes to the airport depending on traffic situation. Please plan ahead before leaving the hotel.

7. Accommodation

Participants will be staying at the Discovery Primea in Makati from November 22-24. Please do note that all self-sponsored participants are responsible for making reservations at hotel. The hotel has requested that payments be made upon your arrival. You can check the details of suggested hotels by Makati City on [Appendix 1](#). Makati will provide a shuttle bus from designated three hotels to meeting venue.

For sponsored participants, CityNet will only pay for accommodation. Miscellaneous expenses such as laundry, calls made from the hotel room telephone and anything consumed from the mini bar that are not complimentary will be charged to the personal account of the participant.

8. Language

All sessions and activities during the 34th Executive Committee Meeting will be conducted in English.

9. Health and Travel Insurance

CityNet will not provide health and travel insurance. These will be the personal responsibility of each participant.

10. Weather

The average temperature during November in Makati ranges from 25°C to 31°C. Makati lies entirely within the tropics. Therefore, humidity levels are usually very high which makes it feel much warmer. It has a distinct, albeit relatively short dry season from January through May, and a relatively lengthy wet season from June through December. Participants should check the most up-to-date weather forecasts at: <http://www.accuweather.com/en/ph/manila/264885/weather-forecast/264885>

11. Clothing

The workshop will be conducted in a business setting and participants are requested to wear business casual clothing. Jackets are optional depending on weather. For those joining the farewell closing dinner, we encourage participants to wear traditional/cultural attire.

12. Foreign Currency

The currency used in Philippines is the Philippines Peso (PHP). Money exchange centers can be found at the airport. Please exchange your money to Philippines Peso upon arrival at Manila International Airport.

*($\$1 = \text{PHP } 48.24$)

13. Internet

Discovery Primea Makati Hotel will provide internet Wi-Fi throughout Strategic Planning and the 34th Executive Committee Meeting. Please check with the ExCom2016 information desk or hotel lobby regarding additional information for internet services.

14. Plugs

The voltage used in Philippines is 220V. Please refer to the photo below.

15. Contact Persons

For any urgent concern, you may get in touch with the hotel manager of Ms. Keziah D. Gallardo at kgallardo@discovery.com.ph or by phone +63-2-955-8888 and CityNet Program Coordinator Ms. HeeSoo Joo at heesoo@citynet-ap.org.

< Appendix 1 > The suggested hotel options for Self-financed participants

Please note that Makati will provide the shuttle bus to the self-financed participants who will stay in the suggested three hotels.

1. Makati Palace Hotel

Website: <http://www.makatipalacehotel.com.ph/>

Location: 5011 P. Burgos corner Caceres Street, Makati City, Metro Manila 1200 Philippines

Contact No.: +63-2-899 03 44 / +63-2-744 79 79

Email: info@makatipalacehotel.com.ph

Contact Person: Ms. Mary Ann Munda (please inform Ms. Munda that they are CITYNET participants)

Standard Room Rate: Php2,500.00 or \$51.25¹ per night (inclusive of buffet breakfast)

Location Map:



2. City Garden Grand Hotel Makati

Website: <https://www.citygardengrandhotel.com/>

Location: 8008 Makati Ave. cor. Kalayaan Ave., Makati, Philippines 1200

Contact No.: +63-2- 888 8181 loc. 2114 / +63917 506 5800

Contact Person: Ms. Patricia Lo

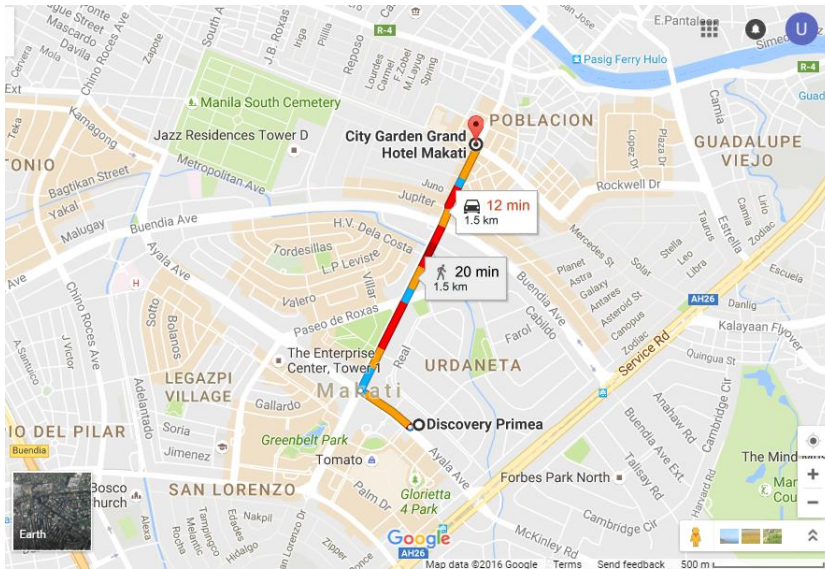
Standard Room Rate: Php3,500.00 or \$72.59² per night (inclusive of breakfast)

Email: reservations@citygardengrandhotel.com

¹ \$1 = Php48.21

² \$1 = Php48.21

Location Map:



3. Best Western Antel Hotel

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

Location: 7829 Makati Avenue, Makati City, 1210 Makati City, Philippines

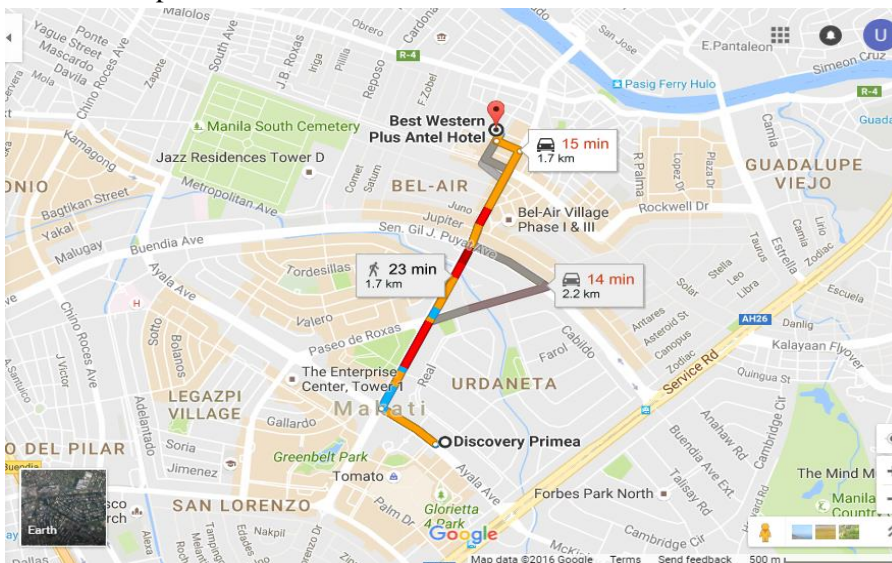
Contact No.: +63-2- 403-0888 loc. 1037

Contact Person: Ms. Natalie Guevarra or Mr. Marco Ramos

Email: reservations@antelhotel.com

Standard Room Rate: Php3,500.00 or \$72.59³ per night (inclusive of breakfast)

Location Map:



³ \$1 = Php48.21