

**40th Meeting of the ASEAN, Plus Three National Tourism Organization¹,
26TH Joint Meeting of the UNWTO Commission for East Asia and the Pacific and the
UNWTO Commission for South Asia
UNWTO-ASEAN International Conference on
Tourism and Climate Change**

**15 – 20 May 2014
Legazpi City, Albay, Philippines**

GENERAL INFORMATION NOTE

The Philippines in collaboration with the United Nation World Tourism Organization and the ASEAN Secretariat will be hosting the following events:

1. 40th Meeting of the ASEAN, Plus Three National Tourism Organization
15-17 May 2014
2. 26th Joint Meeting of the UNWTO Commission for East Asia and the Pacific and the
UNWTO Commission for South Asia
18 May 2014
3. World Tourism Organization (UNWTO) – Association of Southeast Asian Nation
International Conference on Tourism and Climate Change, 19-20 May 2014

1. VENUE

The above mentioned meetings and conference will be held at:

The Oriental Hotel and Resort Legazpi

Taysan Hill, Sto. Niño Village

Legazpi City, Albay 4500, Philippines

Telephone : + 63 (52) 435 3333

+ 63 (52) 435 5555

+ 63 (2) 404 7501

Mobile : + 63 905 552 3270

Website: <http://legazpi.theorientalhotels.com>



¹ This meeting will be held from 15-17 May and will be attended by only the ASEAN member States who are also members of UNWTO

LEGAZPI CITY, ALBAY

The City of Legazpi (Bikol: Ciudad nin Legazpi; Spanish: Ciudad de Legazpi) is a component city and capital of the province of Albay in the Philippines. It is the largest city in terms of population in Bicol with a population of 182,201 people and is the regional and administrative center.

Mayon Volcano, one of the Philippines' most popular icons and tourist destinations, is partly within the city's borders. Legazpi is located on the east or Pacific coast of Albay province, specifically on Albay Gulf. The city comprises two historically distinct districts: Legazpi Port, which was the original site of the pre-Hispanic settlement called Sawangan, and now the city's main business district, and Albay District, which was the administrative headquarters during the Spanish and American colonial periods.



2. DOMESTIC TRANSFER ARRANGEMENT AND AIRPORT RECEPTION

The PAL Express and Cebu Pacific Airlines are offering daily flights enroute Manila- Legazpi-Manila, to wit:

AIRLINES	DESTINATION	FLIGHT NO.	ETD	ETA	REMARKS
PAL EXPRESS	MANILA – LEGAZPI	2P 925	0915 hrs	1015 hrs	Daily
	LEGAZPI – MANILA	2P 926	1055 hrs	1155 hrs	
CEBU PACIFIC AIRLINES	MANILA – LEGAZPI	5J 323	0750 hrs	0850 hrs	Daily
		5J 329	1045 hrs	1155 hrs	
		5J 327	1245 hrs	1350 hrs	
		5J 321	0515 hrs	0620 hrs	
	LEGAZPI – MANILA	5J 324	0930 hrs	1030 hrs	Daily
		5J 330	1235 hrs	1345 hrs	
		5J 328	1430 hrs	1530 hrs	
		5J 322	0720 hrs	0825 hrs	
CEBU PACIFIC AIRLINES	CEBU - LEGAZPI	5J172	1325 hrs	1440 hrs	T/Th/Sa/Su
	LEGAZPI - CEBU	5J 173	1500 hrs	1610 hrs	T/Th/Sa/Su

Effective 30 March 2014, additional flights enroute Manila-Legazpi-Manila will be launched to cater the delegates and other passengers visiting Legazpi, the home of the perfect cone Mt. Mayon.

All delegates will be welcomed at the airport by the representative/s from the host country. Shuttle service/ airport transfers shall be provided to all arriving delegates, to wit:

1. Delegates arriving in Manila from International Airport Terminals 1 and 2 transferring to Domestic Airport Terminal 3
2. Delegates arriving in Manila to and from Legazpi to their respective official hotels in Manila.
3. Delegates arriving in Legazpi Airport to their respective official hotels.

Shuttle service shall also be provided to and from the official hotels to the meeting venue and during official functions.

3. AIRPORT TAX

Airport User's Charge (terminal fee) is levied on all passengers embarking for International and domestic travel amounting to PHP 550.00 and PHP 200.00, respectively, except for children under 2 years of age, transit passengers remaining in the transit area and not leaving the airport, and airline crew members. The user's fee may be settled at the international and domestic airport at the departure area.

4. VISA REQUIREMENTS

All delegates must be holders of a valid passport or a proper travel document. Nationals from the following East Asia and the Pacific and South Asian countries listed below traveling to the Philippines for business and tourism purposes are allowed to enter the Philippines without visas for a stay not exceeding thirty (30) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports valid for a period of at least six (6) months beyond the contemplated period of stay.

EAST ASIA AND PACIFIC	SOUTH ASIA
<ol style="list-style-type: none">1. Australia2. Brunei Darussalam3. Cambodia4. Fiji5. Hong Kong, China*6. Indonesia7. Japan8. Lao People's Democratic Republic9. Macao, China*10. Malaysia11. Mongolia12. Myanmar13. Papua New Guinea14. Republic of Korea15. Thailand16. Vanuatu17. Viet Nam	<ol style="list-style-type: none">1. Bhutan2. India**3. Maldives4. Nepal

* The following are allowed to enter the Philippines without a visa for a stay not exceeding fourteen (14) days:

1. Holders of Hong Kong Special Administrative (SAR) passports.
2. Holders of Macau Special Administrative Region (SAR) passports.

The following are allowed to enter the Philippines without a visa for a stay not exceeding seven (7) days:

1. Holders of Macau-Portuguese passports
2. Holders of Hong Kong British passports.


**Indian nationals may be granted a visa-free entry for an initial stay not exceeding fourteen (14) days, provided they possesses the following:

- a. Either a valid US, Japanese, Australian, Canadian, Schengen, Singapore or UK visa or permanent residence permit;
- b. A national passport valid at least six (6) months, beyond the contemplated stay;
- c. Return or onward ticket to the next country of destination; and
- d. No derogatory record with the Bureau of Immigration (BI), the National Intelligence Coordinating Agency (NICA), and the International Police (Interpol).


Other states that are not listed are required to secure an entry visa to the Philippines. General information concerning the application for visa is available at the Philippine Department of Foreign Affairs official website at <http://www.dfa.gov.ph>

5. ACCOMMODATION

	HOTEL	CATEGORY	ROOM TYPES	RATES
	The Oriental Legazpi Taysan Hill, Sto. Niño Village Legazpi City, Albay 4500, Philippines Telephone : + 63 (52) 435 3333 + 63 (52) 435 5555 + 63 (2) 404 7501 Mobile : +63 905 552 3270 Website: http://legazpi.theorientalhotels.com Contact Person: Mr. Lawrence Tan, Vice President Mobile No.: (63) 917 544 7088 Email: lance.tan@theorientalhotels.com	First Class	Deluxe Rooms Single/Twin	US\$90 nett
			Executive Suites	US\$120 nett

	Hotel St. Ellis Rizal Street, Legazpi City Albay, 4500 Philippines Telephone: +63 (52) 480 8088 +63 (52) 748 0899 Fax: +63 (52) 480 1800 Website: http://hotelsellis-legaspi.com Contact Person: Ms. Laira Balasta Mobile No.: (63) 917 501 0837 Email: lbalasta@hotelstellis.com.ph	First Class	Deluxe Room	US\$ 64 nett
			Junior Suite	US\$ 76 nett
	Hotel Venezia Renaissance Garden, Washington Drive, Legazpi City Albay, 4500 Philippines Telephone: +63 (52) 481 0888 Fax: +63 (52) 481 0888 loc. 1503 Website: http://hotelvenezia.com.ph Contact Person: Ms. Janice Corral Mobile No.: (63) 917 836 0667 Email: reservation@hotelvenezia.com.ph	Standard	Junior Suite	US\$ 80 nett
			One Bedroom Suite	US\$ 119 nett

For those delegates who will be staying overnight or transiting Manila to and from Legazpi, the host country has made special arrangement with the following hotels:

	HOTEL	CATEGORY	ROOM TYPES
	The Diamond Hotel Roxas Boulevard cor. Dr. J. Quintos St., Manila, Philippines 1000 Telephone : +63 (2) 528-3000 Fax : +63 (2) 526-2255 Website: www.diamondhotel.com Contact Person: Ms. Ami Mendoza Mobile No.: (63) 9178687412 Email: AMendoza@diamondhotel.com	Deluxe	Deluxe Rooms Single/Twin

	Midas Hotel and Casino 2702 Roxas Boulevard Pasay City 1300, Philippines Telephone: +63 (2) 902 0100 Website: http://www.midashotelandcasino.com/ Contact Person: Ms Elaine Mendoza Mobile No.: (63) 917 5977879 Email: corporate_sales@midashotelsandcasino.com	First Class	Deluxe Room Single/Twin
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**Rates are inclusive of breakfast and free internet access*

6. REGISTRATION AND BADGES

Delegates are requested to submit the duly completed registration/ hotel reservation form, to the Philippine Department of Tourism not later than 16 April 2014. Meeting kits and badges will be provided upon arrival at the Secretariat/ registration counter at the Oriental Legazpi.

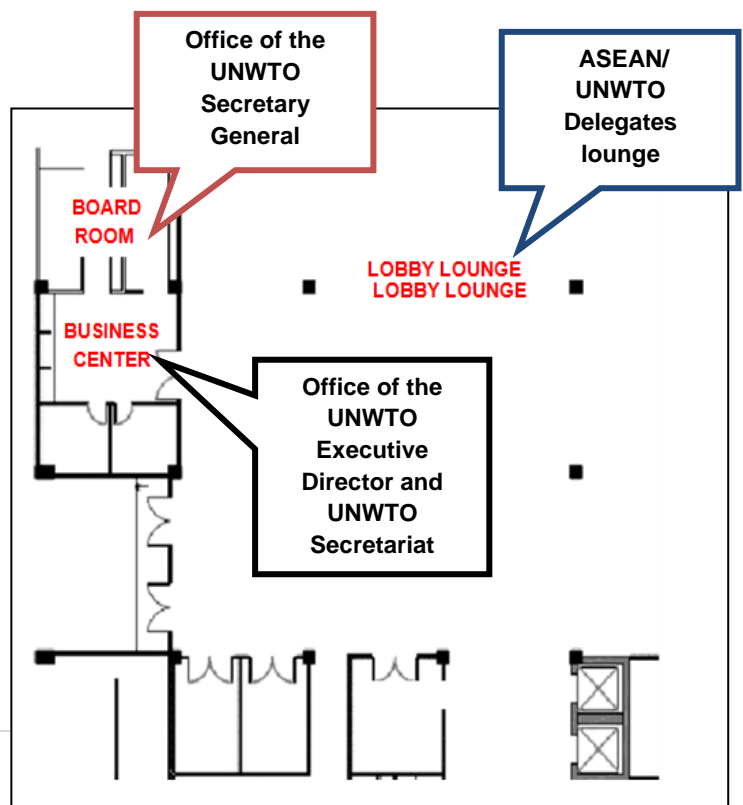
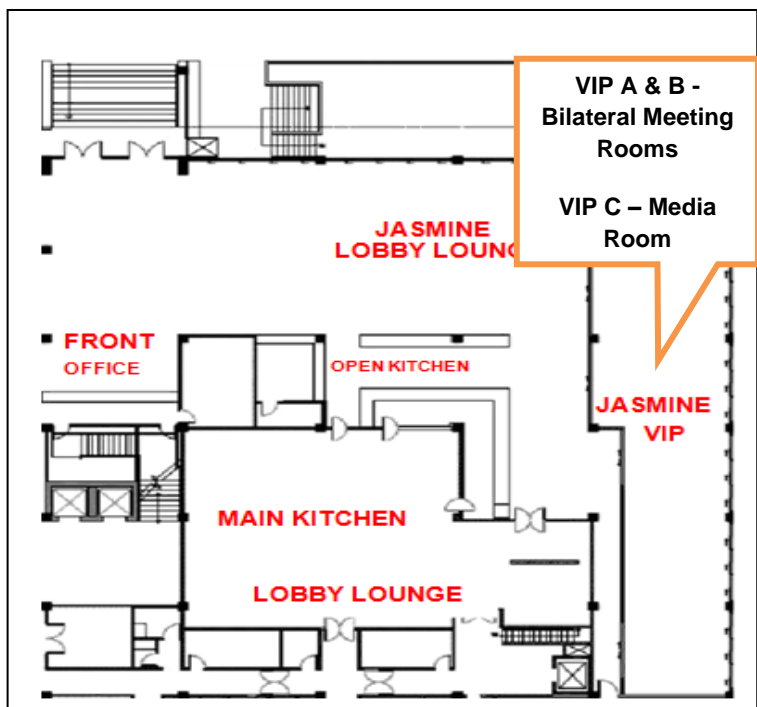
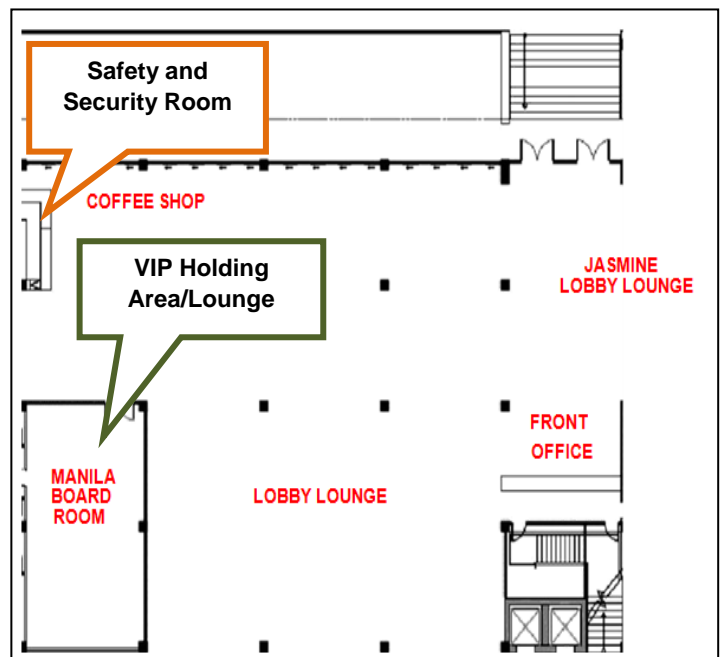
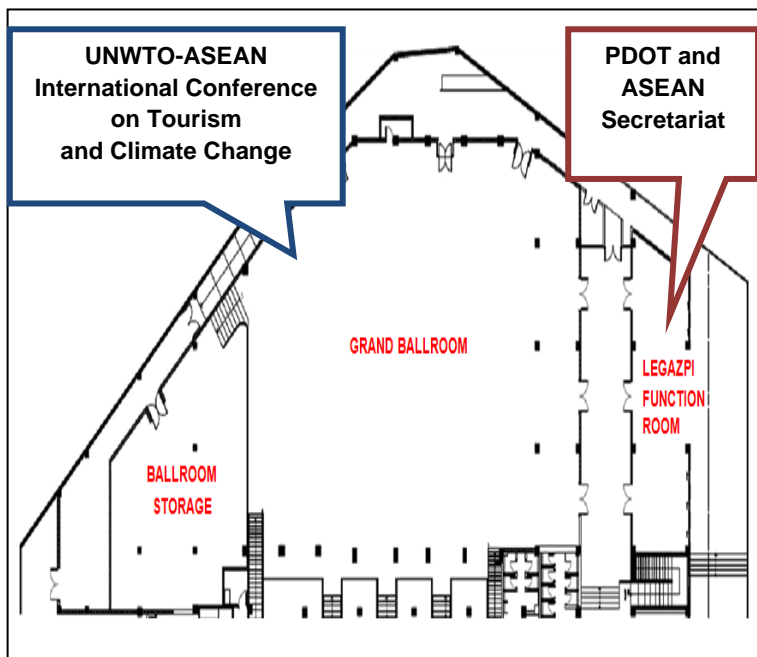
7. PROGRAMME

TIME	Wednesday 14 MAY 2014	Thursday 15 MAY 2014	Friday 16 MAY 2014	Saturday 17 MAY 2014	Sunday 18 MAY 2014	Monday 19 MAY 2014	Tuesday 20 MAY 2014	Wednesday 21 MAY 2014	
	Arrival of the ASEAN and Plus Three Delegates, India and Guests	40 th ASEAN National Tourism ² Organizations Meeting			26 th Joint Meeting of the UNWTO Commission for East Asia and the Pacific & the UNWTO Commission for South Asia	UNWTO - ASEAN International Conference on Tourism and Climate Change			
08:00-09:00		Registration		Registration	Registration	Registration		Departure of the Delegates	
09:00-09:30		Programme Proper					Opening Ceremony		
09:30-17:00					Programme Proper	Programme Proper	Programme Proper		
					Arrival of the UNWTO Delegates				

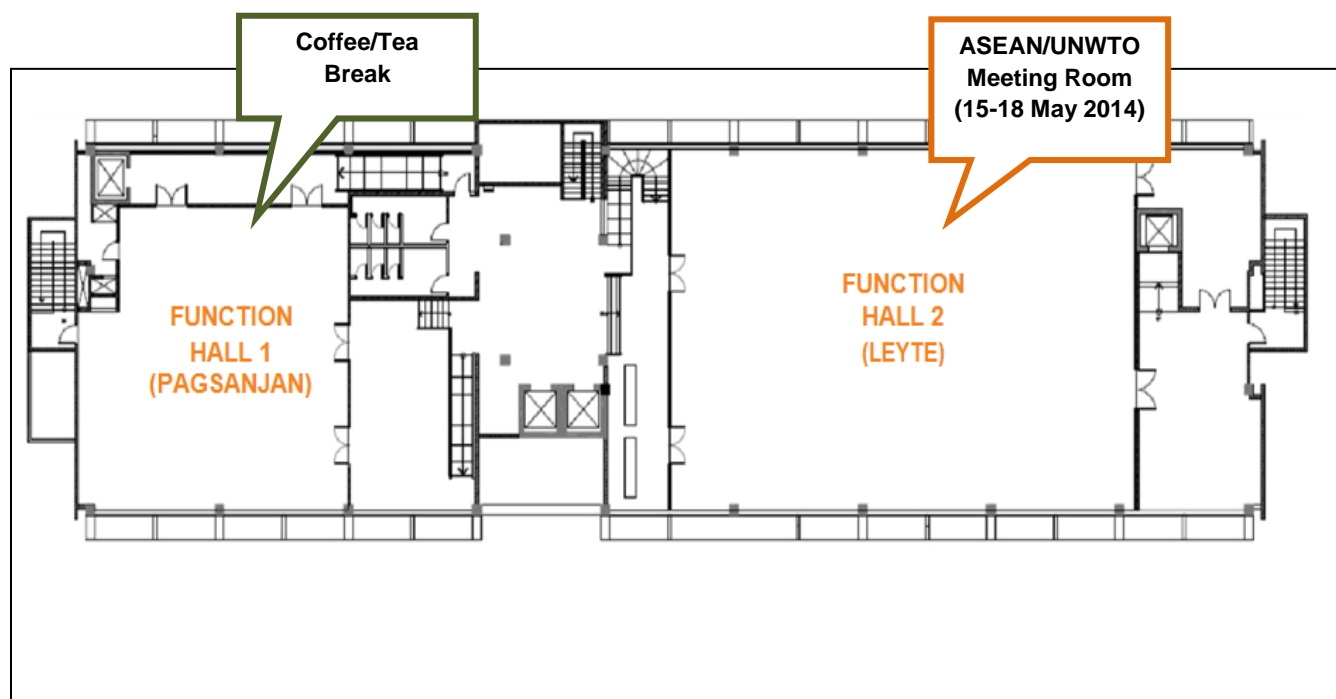
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19:00-23:00		Welcome Reception at the Poolside, Oriental Hotel	Dinner at the Lignon Hill	Welcome Reception at the Misibis Bay Resort	Dinner at the Main Hall of the Oriental Hotel	Dinner at the Daraga Church	Closing Dinner at the Cagsawa Ruins	
		Hosted by the Provincial Government of Bicol	Hosted by the City Government of Bicol	Hosted by the Department of Tourism in	Hosted by the Tourism Promotions Board	Hosted by the Provincial Government of Bicol	Hosted by the Provincial Government of Bicol	

The Oriental Legazpi, Ground Floor



The Oriental Legazpi, 6th Floor



8. TECHNICAL TOURS 18 and 20 May 2014

Legazpi City is the capital of the Province of Albay and is the administrative center of the Bicol Region. The City is accessible through land, air and sea transportation as it has the Legazpi Airport, the Legazpi Seaport Terminal and the Philippine National Railways Legazpi Terminal. Legazpi is home to the world renowned Mount Mayon and offers destinations for adventure and fitness.

During the UNWTO-ASEAN Meetings, a technical tour will be organized by the host country to visit the following areas:

Ligñon Hill - A place for hiking, climbing, zip line, rapelling, hanging bridge walking, Japanese tunnelling and lava watching. It offers a 360 degree-view of the Mayon Volcano and a very good view of the city as well, especially at night. Visitors are encouraged to walk from the foot to the top of the hill.





Legazpi Boulevard – A long stretch of road that interlinks five Barangays of Bicol namely: Rizal, Victory Village, Dap-dap, Puro and Lamba. It has a very good view of the Mayon Volcano and the Kapuntukan Hill.

ATV Ride and Mayon Lava Watching – A one of a kind adventure that includes a nine (9) kilometre and a 45 minute ride going to the lava front of Mayon Volcano from the foot of the Lignon Hill.



Cagsawa Ruins - Remnants of an 18th-century Franciscan church, today only the church tower remains. This is a memorial ground of the 2,000 people here and a reminder of the resilience of the Bicolanos to the challenges nature brings.



Daraga Church – After Cagsawa Church was destroyed by Mayon's 1814 eruption, the Daraga Church became the main parish of Cagsawa. The original facade and bell tower still remain today. The design of the Daraga Church is described as a blend of the Renaissance Gothic and Mexican Baroque architectural styles. The Daraga Church has been declared a National Culture Treasure in 2007.

Legazpi City Museum - Showcases the heritage and culture of the city of Bicol and is the only public museum in the Bicol Region.

9. PRACTICAL INFORMATION

4.1. Exchange Rate. The currency in the Philippines is the Peso (PhP) and the Centavo. 100 centavos = P1. Coin denominations are: 1, 5, 10, and 25 centavos, P1, and P5. Bill denominations are: 20, 50, 100, 200, 500 and 1, 000 pesos.

Dollars are exchanged and accepted throughout the country. The exchange rate of US dollars is approximately 1USD = 46 PhP

4.2. Climate. The Philippines has a tropical maritime climate and is usually hot and humid during March to May. June to October is rainy season while November to February is cool. The average yearly temperature is around 26.6 °C (79.9 °F).

4.3. Time Zone. Philippines is 8 hours ahead of the Greenwich Mean Time (GMT +8)

4.4. Clothing. Delegates are advised to bring light cotton tropical wear, with or without jacket. However, business suites are required at official meetings.

4.5. Official Language. The national language is Pilipino. English is both spoken and understood throughout the country. It is also used as the medium of instruction for higher education. Eight (8) major dialects spoken by the majority of Filipinos: Tagalog, Cebuano, Ilocano, Hiligaynon or Ilonggo, Bicol, Waray, Pampango, and Pangasinense.

4.6. Electricity. 220 volts a/c is the common standard. 110 volts a/c is also used, especially in major hotels.

4.7. Business and Banking Hours. Private and government offices are open either from 8 AM to 5 PM or from 9 AM to 6 PM during weekdays. Some are open from 8 AM till noon on Saturdays. Banks are open from 9:00 AM till 3:00 PM Mondays through Fridays.

4.8. Health. Member States in the region are not required to take any vaccine to enter the Philippines.

10. Contact Details

Mr. Alex M. Macatuno Chief, Policy Formulation and Evaluation Department of Tourism DOT Building, 351 Sen. Gil Puyat Ave. Makati City, Philippines Tel. No. (63) (2) 459-55-00 to 30 local 514 Email: ammacatuno@tourism.gov.ph	Ms. Christine Brew Senior Programme Assistant Regional Programme for Asia and Pacific A Specialized Agency of the United Nations C/ Capitán Haya 42, 28020 Madrid, Spain Tel: +34 91 567 8192 Fax: 91 571 37 33 Email: cbrew@unwto.org
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