



**Asia-Pacific
Economic Cooperation**



2015 APEC Business Ethics Forum

Sofitel Philippine Plaza | Manila, Philippines | 19-20 August 2015

LOGISTICS NOTE

VENUE & BADGE COLLECTION



The 2015 APEC Business Ethics Forum will take place at the **Sofitel Philippine Plaza Manila** (CCP Complex Roxas Boulevard, Pasay City, 1300 Manila).

Badge collection is offered to all participants on **Tuesday, 18 August 2015 (15:00-18:00)** in the lobby of the Sofitel. Participants may also collect their badge at the sector workshop on **Wednesday, 19 August**. Those who only plan to attend the plenary session on Thursday, 20 August may collect their badge before the Opening Ceremony.

HOTEL INFORMATION

We strongly encourage participants to make their guest room reservations with the **Sofitel Philippine Plaza Manila**. Participants should make their reservations with the Sofitel using the special registration form included with this Logistics Note. We encourage you to complete and submit this form as soon as possible. **Rooms are made available on a first come, first serve basis and nightly rates are subject to change.**

There are a limited number of alternate hotels proximate to the venue. Below are several options. Should you plan to stay at one of these hotels, or any other in Manila, we recommend adding one hour to your commute to account for variable traffic conditions.

Hotel Jen Manila (Formerly Traders Hotel)

Website: <https://www.hoteljen.com/en/manila/roxasboulevard/about>

Address: 3001 Roxas Boulevard, Pasay City, Manila, 1305, Philippines

Distance: 5-10 minute drive (without traffic) / 15-20 minute walk

Price Range (Est.): \$100-\$250 (USD) / Night

Contact Number: +63-2-795-8888

Hyatt City of Dreams Manila

Website: <http://cityofdreamsmanila.hyatt.com>

Address: Asean Avenue corner Roxas Boulevard, Entertainment City, Paranaque, Manila, 1701, Philippines

Distance: 15-30 minute drive (without traffic)

Price Range (Est.): \$150-\$300 (USD) / Night

Contact Number: +63-2-691-1234

Heritage Hotel Manila

Website: <http://www.millenniumhotels.com/heritagemanila/>

Address: Roxas Boulevard, Corner Of Edsa, Pasay, Manila, 1300, Philippines

Distance: 10 minute drive (without traffic)

Price Range (Est.): \$100-\$300 (USD) / Night

Contact Number: +63-2-854-8888



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AIRPORT TRANSFERS

Manila Ninoy Aquino International Airport (MNL) is located 10 kilometers from the venue. It is recommended that you organize a shuttle service through the Sofitel in advance *or* utilize taxi services upon your arrival at the airport. The taxi stop is clearly indicated at the airport. On average, a taxi will cost 450 Philippine Pesos (10 USD) from the airport to the Sofitel, but traffic conditions can vary and may impact the final taxi fare.

VISAS

Ordinary passport holders (Non-Diplomatic/Official) from the following APEC economies are not required to obtain visas prior to entry into Philippines for stays of less than 30 days: Australia, Brunei, Canada, Chile, Indonesia, Japan, Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, Russia, Singapore, Thailand, United States, and Vietnam.

Participants from China, Hong Kong, China, and Chinese Taipei are required to secure their visa prior to entry into the Philippines. Please submit your visa application through a local Philippines consular office. Please allow enough time for visa processing. If required, the Philippines Department of Trade and Industry may send an endorsement letter for your visa application. Please contact Kenneth Francis Fernandez at kennethfrancisfernandez@dti.gov.ph if you require this endorsement letter. Please provide your passport number as well as the issue/expiry dates.

SECURITY

All participants must wear their registration badge during the event. The badge should be worn at all times. Participants may collect their badge on Tuesday, 18 August (15:00-18:00) in the Sofitel lobby or at the sector workshop on Wednesday, 19 August or plenary session on Thursday, 20 August.

LANGUAGE

The event will be conducted in English as the official language of APEC.

DRESS ATTIRE

Requested attire for the workshops and plenary session is “business” dress.

WEATHER

Manila enjoys a tropical climate with high rainfall and warm temperatures in August. The average high temperature in August is about 30 C (86 F) while the average low temperature is about 24 C (75 F). Humidity is generally high throughout the month. Sunscreen, suntan lotion and sun glasses are helpful at this time in Manila. It is advised to bring an umbrella to provide shade from the sun or the rain.

EVENT CONTACT INFORMATION

All General Inquiries

Telephone: +1-202-624-2837

Email: apcethics@crowell.com

Endorsement Letter for Philippines Visa

Contact Name: Kenneth Francis Fernandez

Telephone: +63-2-897-7596

E-mail: kennethfrancisfernandez@dti.gov.ph



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**APEC
PHILIPPINES
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APEC BUSINESS ETHICS FORUM
19-20 August 2015

SOFITEL ROOM RESERVATIONS REQUEST FORM

To help us offer you the best possible service, kindly complete the form and email to H6308-RE1@sofitel.com and H6308@sofitel.com or fax at number +63 (2) 832 6932 prior to **Monday, 3 August 2015**

1. Personal details:

First Name		E-mail Address	
Last Name		Contact Number	
Le Club card number/ Membership Type		Passport No./ Expiry Date (Please present upon check-in)	
Date of birth (DD/MM/YY)		Country/Mailing Address/ Postal Code	

If applicable, provide details of guest sharing in the room:

First Name		Date of birth (DD/MM/YY)	
Last Name		E-mail Address	

2. Please specify the room type:

	Room Type	No. of Room(s)	Room Rate (Per Room Per Night)		Room Type	No. of Room(s)	Room Rate (Per Room Per Night)
<input type="checkbox"/>	Superior Room – Single		Php 7,983.65 nett	<input type="checkbox"/>	Luxury Room – Single		Php 8,843.40 nett
<input type="checkbox"/>	Superior Room – Double		Php 8,843.40 nett	<input type="checkbox"/>	Luxury Room - Double		Php 9,703.20 nett

NOTE: Room rate inclusive of Buffet Breakfast at the Spiral. Room rate inclusive of 10% service charge, 12% VAT and 0.825 local city tax mandated by the government. All rooms can accommodate a maximum of two (2) adults. Special room rates are valid until **3 August 2015** and rooms are subject to availability. Front Desk shall require upon check-in a deposit equivalent to total room charge and additional refundable deposit of Php 3,000.00 per day to cover incidental charges. The Hotel's check in time is 2:00pm and check out time is 12:00 noon. Additional charges may apply to early check-in and late check-out and are subject to availability. Check-out from 6:00pm will incur a full night charge at the room rate quoted.

3. Flight Details:

	Flight Number/ Terminal #	Date/Time		Flight Number/ Terminal #	Date/Time
Arrival details			Departure details		

4. We can arrange your airport pick up - Net price

Airport Transfer		Airport Drop-Off	
<input type="checkbox"/>	MB S-Class (white) PHP3,900	<input type="checkbox"/>	MB S-Class (white) PHP3,900
<input type="checkbox"/>	MB E-Class (black) PHP3,200	<input type="checkbox"/>	MB E-Class (black) PHP3,200
<input type="checkbox"/>	Toyota Grandia PHP 2,600	<input type="checkbox"/>	Toyota Grandia PHP 2,600
<input type="checkbox"/>	Toyota Altis PHP 1,500	<input type="checkbox"/>	Toyota Altis PHP 1,500

Room preference subject to availability at check in:			
<input type="checkbox"/>	Smoking Room	<input type="checkbox"/>	Two Separate Single Beds
<input type="checkbox"/>	Non Smoking Room	<input type="checkbox"/>	King Size Bed

5. Guarantee Details to be used to secure the reservation:

Credit Card Type & Expiration Date		Credit Card No. (16Digits)	
Cardholder's Name		Cardholder's Signature	

Cancellation should be received on or before **3 August**. Full stay room rate or 100% of the total room to pay shall be charged in the event of cancellations received after date of **3 August** and in case of non-arrival on the confirmed arrival date.