



Inter-Parliamentary Union  
For democracy For everyone.

## Review of the Common Principles for Parliamentary Development Manila (Philippines), 28-29 August 2014

### Practical Information Note

Duration of Meeting	Thursday, 28 August, 09.00 hrs – Friday, 29 August, 12.00 hrs
Participation	The meeting will be conducted in English and will be held at the Centennial B Ballroom, Manila Hotel, in the City of Manila. The Manila Hotel is located at One Rizal Park, 0913, Manila Philippines, Telephone: 632 527 0011 Fax: 632 527 5348 <a href="http://www.manila-hotel.com.ph/uploads/documents/PDFs/MH_RoadMap.jpg">http://www.manila-hotel.com.ph/uploads/documents/PDFs/MH_RoadMap.jpg</a> .
Accommodation and Facilities	<p>The following hotels with meeting negotiated rates are available:</p> <ol style="list-style-type: none"><li>1.) The Manila Hotel: Grand Deluxe Room (single/twin occupancy) = Php 5,000 net (US\$ 116 approx.) Superior Deluxe Room (single/twin occupancy) = Php 5,500 net (US\$ 128 approx.) Superior Deluxe Room - Club Floor (single occupancy) = Php 9,500 net (US\$ 221 approx.)</li><li>2.) The Bayview Park Hotel (about 500 m away from the venue) Superior Room (single/double occupancy) = Php 2,888 net (US\$ 67 approx.)</li></ol> <p>For ease of booking and in order to avail of these specially negotiated rates, <b>you may book through the office of the Philippine Senate</b>. Please contact:</p> <p style="text-align: center;"><b>Ms. RIZA OCTAVO</b> <b>Office of International Relations &amp; Protocol</b> <b>Senate of the Philippines</b> <b>email address: <a href="mailto:oirp@senate.gov.ph">oirp@senate.gov.ph</a></b> <b>tel: +6325526746</b> <b>fax: +6325526894</b></p> <p>If you wish to proceed with booking through the Philippine Senate please indicate the duration of stay (how many nights) and the type of hotel room you prefer and please indicate your credit card number for payment guarantee purposes only. You will have the option to pay by credit card or cash upon checking in at the hotel registration counter upon arrival.</p> <p>You may wish to <b>book your reservation with the hotel directly</b>, we recommend you <b>identify yourselves as participants/delegates to the IPU-Philippine Senate Regional Conference on August 28-29, 2014</b>, in order to avail of the special hotel room rates.</p>

Meals	<p>Lunches and coffee breaks will be provided at the meeting venue. Please inform Ms. Riza Octavo (<a href="mailto:oirp@senate.gov.ph">oirp@senate.gov.ph</a>) and Ms. Kirsten Tatam (<a href="mailto:kt@ipu.org">kt@ipu.org</a>) if you have any dietary restrictions.</p> <p>The Philippine Senate will host a <b>Cocktail Reception from 6:00pm - 8:00pm at the Manila Hotel, on Thursday, August 28.</b></p>
Dress Code	Dress code is smart casual/business casual.
Weather	The weather in Manila in August is hot, with temperatures ranging between 26° to 30°C (79° to 86°F). August is also the rainy season.

Visa	Information regarding visa requirements can be found at : <a href="http://philippines.visahq.com/">http://philippines.visahq.com/</a>
Transport	<p>The Philippine Senate has assigned an <b>Airport Assistance Team</b> to provide airport courtesies and assistance for all arriving and departing delegates at the Ninoy Aquino International Airport (NAIA) in all its 3 terminals. The team will welcome each delegate and provide immigration, customs and luggage retrieval assistance. They will also guide the delegates to the hotel transport desk for their shuttle transport to the hotel. The airport transport service to the hotel is available on the personal expense of each participant for Php 800 per one-way trip per person (or US\$ 19 approx., which the hotel can provide either upon arrival and/or upon departure.</p> <p>Participants are requested to complete the attached arrival information form and send it to the Philippine Congress <b>and</b> IPU contacts listed.</p>

Contact	<p>Philippine Senate:  Ms. Riza Octavo  Office of International Relations &amp; Protocol  Senate of the Philippines  Tel: +6325526746  Fax: +6325526894  email: <a href="mailto:oirp@senate.gov.ph">oirp@senate.gov.ph</a></p>	<p>IPU:  Ms Kirsten Tatam,  Administrative Assistant  Division for Programmes  Tel: + 41 22 919 4185  e-mail; <a href="mailto:kt@ipu.org">kt@ipu.org</a></p>
---------	--	--

6 August 2014

# INTER-PARLIAMENTARY UNION

Meeting to review Common Principles for Parliamentary Development  
Manila, Philippines 28 – 29 August 2014

## ARRIVAL AND DEPARTURE

PLEASE COMPLETE AND RETURN THIS FORM NO LATER THAN 20 August TO:

### Secretariat of the Philippine Congress

Ms. Riza Octavo  
Office of International Relations & Protocol  
Senate of the Philippines  
Tel: +6325526746  
Fax: +6325526894  
email: oirp@senate.gov.ph

### Inter-Parliamentary Union

5, Chemin du Pommier  
Case postale 330  
CH-1218 Grand-Saconnex  
Geneva Switzerland [Tel : +41 22 919 41 50](tel:+41229194150)  
Fax: +41 22 919 41 60  
e-mail: [kt@ipu.org](mailto:kt@ipu.org)  
[www.ipu.org](http://www.ipu.org)

Parliament or Organisation: \_\_\_\_\_

Last Name (Mr./Ms.)	First Name(s)	Accompanying person(s)	Hotel		Date	Time	Flight No.	From/to
				Arrival				
				Departure				
				Arrival				
				Departure				
				Arrival				
				Departure				