

# SULU-SULAWESI SEASCAPE CONGRESS

June 20-22, 2007

Richmonde Hotel Manila, Philippines

(Attachment 2)

---

## LOGISTICAL INFORMATION

### **Meeting Venue**

The Congress will be held at the Richmonde Hotel located at 21 San Miguel Avenue, Ortigas Center, Pasig City, Philippines

### **Participants**

All interested participants will need to submit the Registration Form (attachment 3) **on or before 25 May 2007** and will be officially informed of arrangements not later than 10 June 2007.

A Welcome Dinner is arranged on June 19<sup>th</sup>, 2007

### **Arrival**

International Participants are expected to arrive in Manila on June 19, 2007. They may arrive at the Ninoy Aquino International Airport (NAIA I) Terminal I or Ninoy Aquino International Airport Centennial Airport II (NAIA II), both located in Manila, and about 14 kilometers or 45 minutes drive to the Richmonde Hotel. For those who will be taking Air Asia, you will be arriving at the Diosdado Macapagal International Airport in Clark, Pampanga. Request for airport transfer should be indicated in the registration form.

Airport transfer rates (c/o hotel): Car Php 1,550.00  
Van Php 2,500.00

Local Participants are expected to proceed on your own to the Richmonde Hotel.

### **Departure**

International Participants are advised to approach the Meeting Secretariat for confirmation and/or change of flight schedule *immediately* upon hotel check in. Participants are expected to depart Manila on June 23, 2007. All departing international flight passengers from NAIA are charged an airport tax of 750 Philippine pesos (about US\$15.5). Those departing from Clark are charged 1,100 Philippine pesos for Airport tax and Terminal fee. All departing passengers should be at the airport at least two (2) hours before the scheduled flight.

### **Arrangements**

#### **1. Hotel Accommodations**

The Richmonde Hotel is located within the hub of the vibrant business and financial core of Ortigas Center, Pasig City. It is just a few minutes away from prominent corporate and academic institutions within walking distance including the Asian Development Bank, Philippine Stock Exchange, Development Academy of the Philippines, and The University of Asia and the Pacific. Also a few steps away

**FINAL**

# **SULU-SULAWESI SEASCAPE CONGRESS**

**June 20-22, 2007**

**Richmonde Hotel Manila, Philippines**

**(Attachment 2)**

are popular shopping malls such as SM Megamall and Shangrila Plaza Mall with numerous bars, entertainment, and recreational destinations within the vicinity.

---

## **2. Self-Paying Participants (walk-in and other than grantees)**

All participants are requested to **submit the Registration Form by May 25, 2007**. The venue can accommodate a maximum of 120 persons, and self-paying participants who register early shall be given priority in the seating. Only registered participants may avail of sponsored meals consisting of lunch and morning/afternoon snacks that will be served during June 20-22. Complete participants' kits, Congress materials and handouts will also be provided free of charge, to registered participants.

Self-paying (other than grantees) participants who wish to stay at the Richmonde Hotel are advised to directly contact the Hotel and make their own reservation arrangements.

## **3. Transfer to Hotel**

Requests for airport transfer can be arranged with the hotel. Participants need to provide confirmed flight details to the Meeting Secretariat by **June 10, 2007**.

### **Conference amenities include:**

- ✓ Daily local newspaper
- ✓ Complimentary mineral water, replenished daily,
- ✓ Complimentary shoe shine service, available upon request
- ✓ Complimentary use of indoor-heated swimming pool,
- ✓ Complimentary use of health club facilities and sauna

*Wi-Fi connection is available through prepaid cards purchased at the reception desk..*

### **Security**

As in any major city, sensible precautions should be taken during your stay in Manila to avoid potential crime or hassle. This includes: locking valuables in your in-room safe; avoiding touts if they approach you in the streets; and only taking taxis with functioning meters.

### **Currency**

The Philippine peso is the local currency. The conversion rate is approximately 47.10 Philippine pesos to the US\$. Foreign currency may be converted to Philippine peso at the Richmonde or in nearby banks and money changers.

### **Travel Accident Insurance**

All participants are strongly advised to have adequate travel and health insurance as the meeting organizers cannot accept liability for any accidents or injuries that may occur in the Philippines or during travel.

### **The Meeting Secretariat**

Queries can be addressed to any of the following contact persons:

**FINAL**

## **SULU-SULAWESI SEASCAPE CONGRESS**

**June 20-22, 2007**

***Richmonde Hotel Manila, Philippines***

***(Attachment 2)***

1. Ms. Rochelle Balitaan-Villanueva [rbalitaan@conservation.org ]  
Telephone : +632-9248235 Fax : +632-4336446
2. Mr. William W. Azucena [wazucena@conservation.org]
3. Ms. Jackie Bacal [sukijack@gmail.com]