

NOTE FOR INFORMATION

EPPM P3W2: Workshop on metadata system development – Davao City, Philippines, 7-9 October 2009

<p>Accommodation</p>	<p>Waterfront Insular Hotel Davao</p> <p>Address: Lanang, Davao City</p> <p>Tel. : (63-82) 300-8881 Fax: (63-82) 233-2801</p> <p>Website: www.waterfronthotels.com.ph</p>
<p>CCOP Group Hotel Room Rates</p>	<p>Single occupancy PHP 2,400.00 (~ USD 50.-) nett / room / night (incl. buffet breakfast)</p> <p>Twin occupancy PHP 2,700.00 (~ USD 56.-) nett / room / night (incl. buffet breakfast)</p> <p><i>The above rates are inclusive of service charge and government tax. Upon checking in at the hotel, delegates may be requested to provide your credit card imprint or cash payment for one-night accommodation for guarantee. Please be prepared for such request.</i></p> <p>CCOP, as the organizer, will reserve the hotel rooms on behalf of all delegates (with flight details). Single rooms will be automatically reserved for each nominated delegate both sponsored and own-cost unless requested otherwise. Cancellation of room or no show will incur one night room charge which will fully be borne by the delegate. Any inquiry in regard to room reservation should be directed to the organizer.</p>
<p>Meeting Venue</p>	<p>Lawin</p>
<p>Meeting Package</p>	<p>2 coffee breaks and 1 Lunch during the workshop will be sponsored by the project to both sponsored and own-cost foreign delegates and a limited number of local delegates.</p>
<p>Evening Functions</p>	<p>Welcome Dinner on 7 October at Harana Restaurant hosted by DOE</p> <p>Farewell Dinner on 8 October at Marina tuna Restaurant hosted by EPPM</p> <p>Details to be announced</p>
<p>Excursion</p>	<p>1-day excursion will be organized and sponsored on 9 October.</p> <p>The programme will be announced later.</p>
<p>Airport Transfer</p>	<p>Round-trip transfer service in Davao City is arranged to both sponsored and own-cost foreign delegates according to their flight schedules. Representatives from Waterfront Hotel will wait at the arrival hall with CCOP/Hotel signage.</p> <p>Foreign participants have to complete the immigration procedures upon arrival at the Ninoy Aquino International Airport (NAIA) in Manila. Luggage pick up is also done in Manila. Please note that NAIA has 3 terminals with Philippine Airlines (PR) using terminal 2 exclusively. For transfers to terminal 2 for onward flight to Davao City, just ask for assistance at the airport information/assistance counter.</p> <p>Note: Domestic airport terminal fee PHP 200.00 (~USD 4) International airport terminal fee PHP 750 (~USD 16)</p>

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Visa Requirements	Delegates will receive “ Acceptance Letter ” issued by the CCOP as organizer via fax and/or E-mail for the travel approval from their organizations Note: The delegates must possess a passport valid for at least six months upon arrival.
Sponsorship	Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on 7 October from 8:30-9:00 am. This DSA covers accommodation (based on single occupancy rate), meals and any incidental expenses. Sponsored participants are to settle the payment of their room and personal expenses with the hotel directly. In case of compulsory overnight transit, the cost of extra nights will also be calculated into the DSA and assistance can be provided for hotel reservation. Air-tickets: Sponsored participants are kindly requested to purchase the air-ticket for reimbursement upon the provision of original receipt indicating CCOP-approved airfare.
Travel Insurance	Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.
Activity Record	A USB drive will be provided to all participants to record the presentations, final name list with contact details of delegates and pictures.
Currency	USD 1 ~ PHP ~48.75 (as of 1 Sep)
Weather	The forecast is mostly cloudy and warm with occasional rains during the week. Humidity is (high) ~80%
Time Zone	GMT+8
For more information, please contact	Mr. Simplicio P. Caluyong EPPM Project Coordinator CCOP Technical Secretariat CCOP Building 75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand Tel: +66 (0) 2644 5468 ext. 503, Fax: +66 (0) 2644 5431, Mobile +6681 827 0527 E-mail _____ Website: www.ccop.or.th , Skype: Sim Caluyong Gmail: