



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
34th CSCAP Steering Committee Meeting
EDSA Shangri-la Hotel, Manila
The Philippines

GENERAL INFORMATION PAPER

1. MEETING VENUE

Garden Ballroom 1 & 2 (Garden Wing Ballroom, 2nd Floor)
EDSA Shangri-la Hotel
1 Garden Way
Ortigas Centre, Mandaluyong City 1650
The Philippines
Tel: +632 633 8888
Fax: +632 631 1067

2. SECRETARIAT

The Secretariat will be at Sampaguita Room (Garden Wing, Ground Floor). We will be open at 1400-1900hrs on 21 November 2010; and at 0800-1400hrs on 22 November 2010.

3. REGISTRATION

Participants may register at the Secretariat during its opening hours. Alternatively, you may also register at a counter located just outside the Garden Ballroom 1 & 2 at 0800-1400hrs on 22 November.

4. MEALS

- (a) Breakfast will be served at the EDSA Shangri-La Hotel's *HEAT Café* (Lobby Level).
- (b) The welcoming reception for participants of the Steering Committee Meeting will be held at (TBC) at 1900hrs on 21 November.
- (c) Lunch on 22 November will be served at Garden Ballroom 3 (Garden Wing Ballroom, 2nd Floor) at 1230-1400hrs.

5. ACCOMMODATION

Reservations will be made for all foreign participants to stay at the EDSA Shangri-la Hotel Manila. The net room rate is approximately US\$ 140 per room per night (inclusive of daily buffet breakfast for one). In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for meeting the full costs of their own accommodation.

Check-in time is after 1300hrs while check out time is at 1200hrs. Participants who wish to arrive earlier or remain later should liaise directly with the hotel or inform the Secretariat well in advance.

6. ATTIRE

- (a) Smart casual for preliminary committee meetings.
- (b) Business attire for the Steering Committee Meeting.

7. TRANSPORTATION

Participants may request for a hotel-arranged limousine service for transfers from the Ninoy Aquino International Airport (NAIA). Please contact CSCAP Philippines and provide your flight details. The service would cost Php 2,800.00 (US\$ 65) for Camry, Php 3,200.00 (US\$74) for Van, and Php 3,200.00 (US\$ 74) for Mercedes Benz E Class per way.

You may also hire a taxi from the airport to the hotel which ranges between Php 800 (US\$ 20) - Php 1500 (US\$ 35) for one way.

8. AIRPORT TAX

For international flights, the airport departure tax is Php 750.00 (US\$ 17).

9. VISA REQUIREMENTS

Your passport should have a validity period of at least six months beyond the time of stay allowed in the Philippines. You may require a visa prior to your arrival in Manila. For information on visa requirements, please go to the Department of Foreign Affairs Website at:

<http://dfa.gov.ph/main/index.php/consular-services/visa>.

10. FURTHER INFORMATION

Should you require further information, please contact the CSCAP Secretariat at ISIS Malaysia, email: cscap@isis.org.my, telephone: +603-2693 9366 Ext 125, Fax: +603-2693 9375. Please note that we will be at Sampaguita Room Garden Wing, Ground Floor), EDSA Shangri-la Hotel on 21-22 November 2010.