

GENERAL INFORMATION

FIRST GLOBAL PARLIAMENTARY MEETING ON HIV/AIDS

The First Global Parliamentary Meeting on HIV/AIDS will be held at The Manila Hotel in Manila, Philippines from Wednesday, 28 November to Friday, 30 November 2007.

Registration

Members of the Inter-Parliamentary Union and observers are kindly requested to send their list of participants attending the Meeting no later than **October 15, 2007** using the enclosed registration form to both of the following addresses:

Inter-Parliamentary Union

Chemin du Pommier 5
Casa Postale 330
CH-1218 Le Grand-Saconnex Geneva
Switzerland
Phone : + 41 22 919 41 50
Fax : + 41 22 919 41 60
E-mail: postbox@mail.ipu.org

Philippine IPU Group

Organizing Committee of the
First Global Parliamentary Meeting on HIV/AIDS
Office of International Relations and Protocol
Room 604, Senate of the Philippines
GSIS Complex, Financial Center
Roxas Boulevard, Pasay City 1307
Philippines
Phone : + 632 552 6795; 551 2007
Fax : + 632 552 6794; 551 2006
E-mail : irs@senate.gov.ph
oirp@senate.gov.ph

All changes in the list of participants should also be communicated to both addresses.

Language

English and French are the official written languages of the Inter-Parliamentary Union. However, the host Parliament and the Inter-Parliamentary Union will provide simultaneous interpretation into and from English, French, Arabic and Spanish during meetings.

Hotel Reservations

Provisional block bookings have been made by the Philippine IPU Organizing Committee at The Manila Hotel:

Hotel Rates:

| Type of Room | Rate in US\$ | Rate in Php (approx.) |
|---------------------------|--------------|-----------------------|
| Superior Deluxe: | | |
| Single Occupancy | \$120 | Php 5,520 |
| Double Occupancy | \$130 | Php 5,980 |
| Suites: | | |
| Tower | \$300 | Php 13,800 |
| Sunset/Sunrise/Intramuros | \$320 | Php 14,720 |
| Veranda/Luneta | \$365 | Php 16,790 |

NB: Price of accommodation per night in US dollars, net inclusive of applicable government taxes, breakfast included. Airport transfer will be provided to and from the hotel upon arrival and departure.

Hotel reservation will be handled by the Philippine IPU Organizing Committee on the First Global Meeting on HIV/AIDS. Participants are requested to book their rooms directly with the Committee by returning the hotel reservation form to:

Philippine IPU Organizing Committee on the
First Global Parliamentary Meeting on HIV/AIDS
Room 604, Senate of the Philippines, GSIS Building
Financial Center, Roxas Boulevard, Pasay City 1307 Philippines
Phone: +632 552 6795; 551 2007
Fax: + 632 552 6794; 551 2006
E-mail: irs@senate.gov.ph, oirp@senate.gov.ph

Reservation forms should be sent in no later than **October 15, 2007**. Bookings received after this date will be accepted subject to the availability of rooms. It is therefore, recommended that the reservations be made as soon as possible. Orders will be dealt with on a first-come, first-served basis.

Reservations should be guaranteed either by a credit card number or bank transfer. The Philippine IPU Organizing Committee on the First Global Parliamentary Meeting on HIV/AIDS will confirm the reservation after receipt of a detailed reservation form and an adequate guarantee.

All requests for information, modification or cancellation of hotel reservation should also be sent to the Philippine IPU Organizing Committee.

Cancellation terms

Hotel must receive advice of cancellation two weeks in advance, otherwise full payment of booking must be made.

Visas

Guidelines on entry visas for temporary visitors to the Philippines

- A. Nationals from countries not listed below are allowed to enter the Philippines without visas for a stay not exceeding twenty-one (21) days, provided they hold valid tickets for their return journey to port of origin or next port of destination. Department regulations require that passports are valid for a period of not less than six (6) months beyond the contemplated period of stay. However, Immigration Officers at ports of entry may exercise their discretion to admit holders of passports valid for at least sixty (60) days beyond the intended period of stay.
- B. Nationals from the following member-countries are required to secure entry visas to the Philippines:
 1. Albania
 2. Algeria*
 3. Armenia
 4. Azerbaijan
 5. Bangladesh
 6. Belarus
 7. Bosnia-Herzegovina
 8. China, Peoples Republic of (PROC)

9. Croatia-*Regular passport holders only; diplomatic and official passport holders do not need entry visas.*
10. Cuba- *Regular passport holders only; diplomatic and official passport holders do not need entry visas.*
11. Democratic People's Republic of Korea
12. Egypt*
13. Estonia
14. India*
15. Iran (Islamic Republic of)*
16. Iraq*
17. Jordan*
18. Kazakhstan
19. Kyrgyzstan
20. Latvia
21. Lebanon*
22. Libyan Arab Jamahiriya*
23. Lithuania
24. Nigeria*
25. Pakistan*
26. Republic of Moldova
27. Russian Federation
28. Serbia and Montenegro
29. Slovenia- *Regular passport holders only; diplomatic and official passport holders do not need entry visas.*
30. Sri Lanka*
31. Sudan*
32. Syrian Arab Republic*
33. Tajikistan
34. The former Yugoslav Republic of Macedonia (FYROM)
35. Ukraine
36. Uzbekistan
37. Yemen

** Nationals from these countries may only apply for 9 (a) temporary visitor's visa at their country of origin or place of legal residence.*

- C. Countries with which the Philippines has agreements on the reciprocal abolition of entry visa who are coming for business or pleasure:

| Countries | Duration of Stay |
|-----------|------------------|
| 1. Brazil | 59 days |
| 2. Israel | 59 days |

N.B. For nationals of countries in which there is no Philippine Embassy, visas may be issued from the nearest Philippine Foreign Service Post (Embassy or Consulate), or could be issued upon arrival in the Philippines, provided they provide their passport details beforehand.

Arrival and Departure

Participants will be welcomed at the Ninoy Aquino International Airport. In order to facilitate the work of the welcoming service, delegations and observers are requested to communicate the exact date, time and flight number of arrival and departure in a form that is enclosed for that purpose. It should be sent to the Philippine IPU Organizing Committee on the First Global Parliamentary Meeting on HIV/AIDS by ***November 15, 2007***.

All changes should be communicated to the Philippine IPU Organizing Committee on the First Global Meeting on HIV/AIDS.

Arrival and departure assistance will be made available from 26 November to 2 December 2007 to assist participants with arrival and departure formalities and transportation to and from the official hotel. Participants will pay an airport fee of Php 750.00 or US\$16 upon departure from the Philippines. Assistance will be provided for this purpose.

Insurance

Personal accidents, medical care, luggage insurance and currency loss will be the responsibility of the individual participants. It is strongly recommended that delegates acquire appropriate insurance before embarking for the Philippines.

Weather conditions

The weather in the Philippines is warm to hot throughout the year. There are only two seasons in the Philippines – the wet or rainy season, from June to October, and the dry season the rest of the year.

In November, the temperature ranges from 23° to 30° Celsius or 74° to 87° Fahrenheit.

Registration and information desk

The registration and information desk of the Assembly will be in operation at the Lobby Lounge of The Manila Hotel from 27 to 30 November 2007. On 27 November, the desk shall operate from 10:00 a.m. to 7 p.m. From 28 to 30 November, the desk shall operate from 8:30 a.m. to 6:30 p.m.

Participants are kindly requested to register as soon as possible after arrival. The desk attendants will issue the Meeting badges, kits and deal with inquiries about the Meeting and handle mail and messages for participants.

Security

All necessary security measures will be taken. Participants should wear their badge at all times in order to be admitted to the conference venues and all official functions.

Lunch and refreshments

Coffee shops and restaurants are available at the venue of the Meeting as well as in the vicinity during the three days. Delegates are kindly requested to pay for their own meals except for official social functions of the host Parliament.

Medical Services

During the Meeting, first aid facilities will be provided within the venue of the Meeting. All other medical facilities and prescriptions will be at the participants' own expense.

Currency exchange/regulations

In principle, there are no restrictions. Participants may import and export any amount of foreign currency up to a maximum of US\$10,000, provided this is declared upon entry into the country.

The currency in the Philippines is peso (PhP) which consists of notes (20, 50, 100, 200, 500 and 1,000) and coins (0.05, 0.10, 0.25, 1.00, 5.00 and 10.00). In July 2007, the exchange rate was about P46 to US dollar 1.00. Exchange rates vary from time to time.

Participants are advised to bring notes or traveler's checks in a major convertible currency which can be exchanged at local banks or at hotel foreign exchange desks.

Major credit cards (Visa, MasterCard, American Express, Diners) are widely accepted in almost all business establishments. Traveler's checks are accepted at some major business establishments.

Gratuities

Tipping is customary in the Philippines. Hotel porters are usually given around Php 50, while cab drivers will appreciate the fare being rounded off to the nearest 10. In restaurants, the customary gratuity is 10% of the bill.

Electricity

Electricity used in the Philippines is 220 volts and sometimes 110 volt outlets are available. Otherwise, a voltage regulator or transformer is needed.

Press Office

A press office will be set up on the premises of The Manila Hotel. It will handle all relations with the media: national and international press, print, radio and TV. It will also organize press conferences and be responsible for press releases.

Journalists wishing to cover the Meeting must secure proper accreditation from the press office in order to obtain necessary documentation and identity badges.

Miscellaneous services

The following services are available at the premises of The Manila Hotel:

- Currency exchange
- Travel agency
- Business Center
- International telephone and fax service
- Internet service
- Restaurants and bar

Similar facilities are readily available within the vicinity of the venue of the Meeting. Delegates wishing to activate their personal computers (laptops/notebooks), may inquire from the hotel front desk. Hotel charges apply.

Mail and messages for participants

During the Meeting, mail for participants should be addressed to:

| |
|---|
| Name: _____ |
| Delegation of: _____ |
| Secretariat of the Philippine IPU Organizing Committee on the First Global Parliamentary Meeting on HIV/AIDS Manila Hotel One Rizal Park, Roxas Boulevard, Manila, Philippines Telephone: +632 552 6795; 551 2007 +632 528 8888; 528 5838 to 39 Facsimile: + 632 552 6794; 551 2006 + 632 528 1814; 552 6794 Email: irs@senate.gov.ph ; oirp@senate.gov.ph |

Urgent messages for participants can be transmitted by phone or fax. Messages should clearly state the addressee's name and his/her delegation or organization.