1. **Conference Venue**

The Conference will be held at:

**Seda Hotel**
Lakeside Evozone, Nuvali
Sta. Rosa, Laguna 4026, Philippines
https://nuvali.sedahotels.com/
Phone +6349-255-8888

2. **Conference Documents**

All of the Conference related documents and information will be available on the event webpage: [https://bangkok.unesco.org/content/regional-conference-transforming-teacher-development](https://bangkok.unesco.org/content/regional-conference-transforming-teacher-development)

3. **Programme-related Requirements**

Each country delegation is expected to develop a poster (digital version) on their countries’ progress for Day 1 Gallery Walk, and submit the file to Mr. Vergel de Dios by 27 September 2019 for printing in the Philippines. For more information, please refer to the shared Gallery Walk guidelines.

4. **Accommodation**

UNESCO will provide single rooms at SEDA Hotel for sponsored participants for the duration of the Conference.

For non-sponsored participants, if you wish to have your room booked for you at the hotel’s discounted rate (at your own cost) please coordinate with the local organizer, Mr. Benjamin Vergel de Dios from Knowledge Community.
Participants can check-in on 14 October 2019 (2:00 pm) and check-out on 18 October 2019 (12:00 pm). Knowledge Community staff will be at the hotel lobby to assist the participants during their check-in procedure.

All personal charges (e.g. telephone, mini-bar, laundry, room service, etc.) and late check-out on 18 October 2019 will be charged to the participant. Please clear the account directly with the hotel during your check out.

Room inclusions
• Internet access in room
• Daily buffet breakfast

Check in/out time offer
• Standard check in time is 14:00 hrs
• Access prior to 14:00 hrs is subject to availability on arrival date
• Standard check out time is 12:00 hrs

5. Travel from/to Airport to/from Hotel

Airport pick-up will be provided. The local organizers will meet the participants at the airport with “UNESCO Regional Conference 2019” signage, and bring them to the hotel.

Please ensure the local organizers have the details of your flight number and arrival time. Should there be a change in your arrival date and time, please inform the local organizers in advance and they will try to adjust to your schedule.

Alternative method: If the local organizers cannot provide transportation due to unforeseen circumstances, there is a bus from the airport going to Nuvali, Sta. Rosa. The airport buses are located in Terminal 3 parking area. There are roving vans in Terminal 1 and Terminal 2 to bring passengers to Terminal 3. Bus fare is Php 190 or approximately US$4. Kindly note that the bus fare will not be reimbursable.

The bus terminal in Nuvali, Sta. Rosa is near the hotel. You can find more information through the following links:
https://www.ubeexpress.com/index/5ce258fed5600c00173ef34c

Airport transfer for departing flights after the Conference will be done by batches/groups. Details will be explained during the Conference proper. You may opt to travel to the airport on your own as there are scheduled buses going to the airport. However, costs related to this will not be covered by the organizers.

The organizers will send more details on the airport pickup closer to the Conference dates once everyone’s itineraries are settled.

6. Daily Subsistence Allowance (DSA)
UNESCO will provide reduced DSA to fully sponsored participants only, following the prevailing UNESCO rates and practices for the official dates of the Conference. Kindly ensure that you submit your original boarding pass(es) (one-way) from your origin base city to Manila airport upon registration on 15 October 2019. These will be required for the release of the reduced DSA. The local organizer will provide the DSA to the participants in the local currency.

This reduced DSA will be in lump-sum amount to cover for any incidental costs incurred during the Conference. This amount will already include meals not covered by the Conference, visa fees (if any), terminal fares to and from the local airports and other miscellaneous expenses.

7. Visa

It is advisable to check with the Philippine diplomatic/consular mission in your country to find out if you need a visa to the Philippines. The following links may also be helpful:
https://www.dfa.gov.ph/list-of-countries-for-21-day-visa
https://www.dfa.gov.ph/guidelines-requirements

Participants should ensure that their passports are valid for at least six months from the travel date in order to travel to the Philippines.

8. Currency Exchange Rate

The commercial rate is subject to change daily (current estimate is US$1 = Php52, as of September 2019)\(^1\). There are banks and currency exchange kiosks at the airport and near the hotel. Please note that UNESCO has arranged with the local organizer to distribute the daily subsistence allowance (DSA) in Philippine peso.

9. Climate in the Philippines

Based on temperature, the warmest months of the year are March through October. May is the warmest month, and January, the coolest.\(^2\) The forecasted temperature on October 14-18 is 29 degrees (high) and 21 degrees (low). There are chances of rain during October 14-17.\(^3\) The dress code for the Conference is smart casual, so a jacket or shawl would be appropriate.

10. Medical Emergency

In case of a medical emergency, please contact the hotel’s information desk (available 24 hours) for further assistance. The hotel has a first-aid kit available for basic medical care. The nearest hospitals to the hotel are:

**QualiMed Hospital — Sta. Rosa**
West Nature Avenue, Nuvali North, Sto. Domingo, Sta. Rosa, Laguna
+63-49-303-0000 | +63-917-657-3784 | +63-933-862-8852

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\(^1\) https://www.xe.com/currencyconverter/convert/?Amount=1&From=USD&To=PHP
\(^2\) https://en.wikipedia.org/wiki/Climate_of_the_Philippines
The Medical City — South Luzon  
Greenfield City, Bgy. Don Jose, City of Santa Rosa, Laguna  
+63-49-544-0125, tmcsouthluzon@themedicalcity.com

11. Electricity

The voltage in the Philippines is 220AC, 60Hz. You are advised to bring a universal adapter – this is not easily available in the hotel nor the Secretariat. This adapter is also known as type E or F.

12. Contact Information

UNESCO Bangkok
Ms. Auken Tungatarova  
a.tungatarova@unesco.org

Knowledge Community Inc. (local organizer)
Mr. Benjamin Vergel de Dios  
benjamin.vergeldedios@gmail.com  
+63-939-917-1671
Annex A: Instructions on Airport Pick-up for International Participants

The local organizers will provide transportation from airport to hotel for international participants. We highly encourage the participants to take this service as the venue will be outside Metro Manila.

The Ninoy Aquino International Airport (NAIA) in Manila has three (3) terminals. Please check your e-ticket or boarding pass to find out your landing terminal.

After passing through immigration and gathering your bags, please proceed to the arrival area. Below are the designated meeting points for each terminal, where the local organizers will be waiting for you.

**Terminal 1** — upon exit from the main terminal building, walk straight across the street and proceed directly to the Arrival Extension Area. At the top of the ramp are signs telling which way to go (right or left). Look for letter “U” where local organizers will be waiting for you with the sign.
**Terminal 2** — exit the Arrival building (do not cross the street). Proceed to Arrival Area and stay at Bay 17 (the Bay numbers are found on the big columns).
Terminal 3 — exit the Arrival building (do not cross the street). Proceed to Arrival Area and stay at Bay 8 (the Bay numbers are found on the big columns).

The local organizers from Knowledge Community Inc., will be there to greet you. You will recognize them when you see them holding this signage (see below).
If your flight was delayed, or you missed your flight, and you have no time to inform the local organizers regarding your new flight details, please call any of these numbers when you arrive at the airport in Manila.

1. Albert Uyao +63-917-872-1040
2. Benjamin Vergel de Dios +63-939-917-1671

Or if you have access to the Internet, please send us an email to:

Benjamin Vergel de Dios at benjamin.vergeldedios@gmail.com (cc: Aukan Tungatarova a.tungatarova@unesco.org)

Bon voyage! We look forward to welcoming you in the Philippines.
Annex B: Instructions for Participants from the Philippines

I. For participants coming from Iloilo and Tuguegarao, the local organizers will meet you at the airport. Below are the meeting points.

- **Terminal 2** — proceed to Arrival Area, and stay at Bay 17.
- **Terminal 3** — proceed to Arrival Area, and stay at Bay 8.

If your flight was delayed, or you missed your flight, please call any of these numbers:

1. Albert Uyao +63-917-872-1040
2. Benjamin Vergel de Dios +63-939-917-1671

II. For participants coming from Metro Manila, there is a point-to-point (P2P) bus from Makati to Nuvali. The bus leaves from Glorietta in Makati, near Landmark, in front of Holiday Inn and Suites. Please make sure the bus is going to Nuvali, which is where you should get off. Below is the schedule of trips.

![Makati Circuit Lane to Nuvali Transport Terminal - from 5:00 AM until 8:00 PM](image)

When you reach Nuvali, please give us a call so we can send the hotel van to pick you up at the bus station. If you need help in directions, please don’t hesitate to call any of the following:

1. Mia Uyao 0916-309-2157
2. Benjamin Vergel de Dios 0939-917-1671

See you at SEDA Hotel in Nuvali.