



Organized by

In partnership with



14th Annual Global Development Conference
“Inequality, Social Protection and Inclusive Growth”
Manila – The Philippines
June 19-21, 2013

INFORMATION NOTE – LOCAL PARTICIPANTS

Conference Venue	Asian Development Bank (ADB) Headquarters, Manila 6 ADB Avenue, Mandaluyong City 1550, Philippines Telephone: (63 2) 632 4444 Fax: (63 2) 636 2444 For further details please refer to Conference Website. See link http://gdn.int/html/page2.php?MID=3&SID=24&SSID=73&SCID=29
Registration Desk	Registration Desk at ADB Headquarters on June 19, 2013 from 07:00 AM onwards and on June 20 & 21 from 08:00 AM onwards
GDN Secretariat	ADB Headquarters: Annex 1 near Auditorium

During the Conference

Dress code is business casual.

Registration:

ADB Security Registration: All participants need to first register themselves with the ADB Security Unit on Day 1 of the arrival and obtain a Security Badge. It is mandatory for all the participants to register only once, during their stay at Manila, with the ADB Security, who will issue Security Badge to enable them to enter the ADB Headquarters during all conference days. The access badge will be valid for the entire duration of the conference i.e. June 19-21. For staff and other delegates attending meetings and training course scheduled on June 17 and 18, the badge will be valid from June 14-21. Local participants need to produce any National photo ID for identity verification; post verification the Security Staff will click the photograph of the participant and handover the ADB Security Badge. Participants are requested to kindly wear the **ADB security access badge at all times** as it will help them to access the ADB Headquarters without any hassles. GDN Volunteers and ADB security staff will be available at the venue to guide participants in case they need any assistance.

Conference Registration: Participants after securing ADB Security Badge can proceed towards the GDN Conference Registration Desk situated in the main lobby outside the Auditorium gate. GDN Staff and Volunteers will complete the registration formalities and issue a conference badge. This conference registration badge needs to be put in in the same badge jacket issued by the ADB Security Desk. There will be 6 registration counters issuing conference registration badges and providing conference bags to all the registered participants. Conference registration badge counters will be grouped into alphabetical order based on last name of each participant.

Lunch and coffee breaks: Tea/Coffee will be served at the Main Lobby in front of the Auditorium on all pre-conference and conference days. Lunch will be served at the Executive Dining Area (EDR), situated at the 1st Floor just above the Auditorium, unless otherwise notified.

Dinners:

All Dinners during pre-conference and conference days are organized at EDR, at the ADB Headquarters from 6.30 PM – 8.30 PM, unless otherwise notified.

Covered expenses: All local participants are requested to kindly make their own travel arrangement to attend the GDN Annual Conference. GDN will not reimburse the local travel cost to any participant.

Climate: Manila is the capital of The Philippines. The time zone of the city is calculated 8 hours ahead of the Greenwich Mean Time. The time zone experiences no daylight saving. Manila weather is characterized by hot and humid climate throughout the year. Manila falls in the tropical zone and so experiences a tropical climate. However, winds blowing from the sea bring respite to the people living in the city. Daily average temperature expected is around 30°C or 86°F. Sudden showers with a heavy and medium intensity can occur during the period, **so please carry your umbrella!**

General Assistance: In case of any clarification or assistance kindly contact Raman Abrol, Chief Finance & Administration Officer of Global Development Network at rabrol@gdn.int and mobile number + (63) 998 468 9253.