



LOGISTICS NOTE

Asia-Pacific 2023 Women's Empowerment Principles (WEPs) Forum Accelerating Business Action for an Equal Future

November 7-8, 2023
Manila, Philippines

VENUE

The Venue will be in the **Citadines, Bay City Manila** *Diosdado Macapagal Blvd. cor. Coral Way, Pasay, Manila 1300, Philippines*

Arrival Day: November 6, 2023

Day 1: November 07, 2023 - 8:00 AM - 19:30 PM

The Forum will take place at the [Bay City Ballroom, Citadines Bay City Manila](#), 5th floor. Registration will start at 8:00 AM.

Reception: 17:30-19:30: A Welcome Reception will be hosted at the Conrad Manila, C-Lounge. Transportation will be provided from the Citadines at 17:00.

Day 2: November 08, 2023 - 8:30 AM - 17:30 PM

On the 2nd day of the forum, the event will take place in the [Bay City Ballroom, Citadines Bay City Manila](#). The registration will start at 8:30 AM and will take place outside the ballroom.

Departure Day: November 9, 2023

ACCOMODATION

Option 1: Citadines Bay City Manila

While spaces are limited, kindly contact **Jane REYES** at jane.reyes@the-ascott.com, Mobile: +63 917 632 0564 and indicate you are a guest for the UNW 2023 Asia Pacific WEPs Forum **Please take note Standards rooms are already fully booked.**

ROOM ACCOMODATION

Apartment Type	One Bedroom
Bed Configuration	1 QUEEN
Occupants	3
Size (in SQM)	49.4
DAILY	PHP 6,755.38

*All rates are inclusive of 10% service charge. The above room rates are inclusive of daily buffet breakfast at Bay City Cafe.



Option 2: Golden Phoenix Hotel

Distance from Citadines - 500 m (6 mins walking, 3 mins drive)

Still room availabilities

STATUS: Available but currently asking for a direct point of contact for reservations

CONTACT NUMBER: +63 2 8683 2888 / reservations@goldenphoenixhotelmanila.com

ROOM TYPES* to be discussed with the venue directly

ROOM TYPE	RATES
Superior Queen/Twin Room	PHP 4134.48 per night including taxes and fees *Minimum 2 Nights Promo with Breakfast
Deluxe Room King Bed	PHP 4640.48 per night including taxes and fees *Minimum 2 Nights Promo with Breakfast
Other room types & reservation link	https://www.goldenphoenixhotelmanila.com/rooms.html

Option 3: Kingsford hotel.

Distance from Citadines - 2.1KM (30 mins walking, 10 mins drive)

STATUS: Available but currently asking for a direct point of contact for reservations & corporate room rates

CONTACT NUMBER: +63 917 859 5307 / stay@kingsfordmanila.com

ROOM TYPES

ROOM TYPES	RATE
Superior Twin (No View)	PHP 4,050.00 per night including taxes and fees (regular rate) *no breakfast PHP 4,880.00 per night including taxes and fees (regular rate) *with breakfast
Deluxe Queen Room	PHP 5,288.00 per night including taxes and fees (special offer) *with breakfast PHP 7,800.00 per night including taxes and fees (regular rate) *with breakfast



Other room types & reservation link

<https://simplebooking.astonhotelsinternational.com/ibe/hotelbooking/search?hid=8260&lang=EN#q&guests=A,A&in=2023-11-6&out=2023-11-9&coupon=>

Dietary Requirement & disability assistance

For participants with specific dietary requirements or who require disability assistance, please contact. mariemaylis.charlat@unwomen.org, Mobile/WhatsApp: +63 966 711 5027

TRAVEL TO THE PHILIPPINES

Ninoy Aquino International Airport (NAIA) Terminal 1, 2, and 3 (Note: Majority of the International Flights are departing and arriving at NAIA Terminals 1, 2 and 3.)

- **NAIA** is located along the border between Pasay and Parañaque cities in Metro Manila, about 7 km (3.4 miles) south of the city and southwest of Makati Central Business District.
- ❖ **DATA – SIM CARD:** Get your **SMART sim card** or **Globe sim card** upon arrival in NAIA to access Data if needed! Or order an e-sim card before arriving to Philippines (Some options: [SimOptions](#), [Airalo](#), or [Nomad](#))
- ❖ **PRE-DOWLOAD YOUR E-TRAVEL QR CODE BEFORE TRAVELLING:** Fill up your passports details on <https://etravel.gov.ph/> and get your E-travel QR code before travelling to the Philippines. This will ensure your smooth arrival at NAIA Airport. You may always download it upon arrival if needed. The QR code screenshot will look like the one below:



- ❖ **PAYMENT METHODS:** There are ATMs available in NAIA if you would like to cash out. For most of payments, credit/debit card, gcash (digital app) are acceptable, unless for white and yellow taxi. If you have the GRAB app or pre-ordered taxi, you may opt **for not withdrawing cash** upon arrival as most of business in Metro Manila accept payments per card or per Gcash (except 7/11 who requests cash). See more details for travel shuttles below.
If you opt for withdrawing cash upon arrival to ATM in Manila, please take note that the maximum



withdrawal amounts PHP 10,000 (= 180 USD) with a fee on international card of PHP 250 (= 5 USD)

❖ **Arrival and transfer to Citadines Bay City Manila:**

OPTION 1: Private Airport Transfer with hotel

You may coordinate directly with **Jane REYES** at jane.reyes@the-ascott.com, Mobile: +63 917 632 0564 for the schedule of airport transfers of the Citadines Bay City Hotel Manila.

Price:

Booking for Van : PHP 2,382.00 / way

Booking for Sedan Car: PHP 1,422.00 / way

OPTION 2: Grab Transportation App

If you opt to choose the Grab Car/Taxi as your mode of transportation, you may follow these directions:

A. Download the Grab App via Google Play Store or Apple Store.

- a. Enter your destination in the field and check that your pick-up location is correct. Book the ride that suits your group size and luggage needs.
 - i. Different Types of Car Services:
 1. **GrabCar:** Get into the safest private car mobility option with upfront fares and 100% vaccinated driver-partners. For up to 4 passengers with 2 check-in luggage.
 2. **Airport to Anywhere (Beta):** Only available in Metro Manila
 3. **GrabShare:** Get matched with another passenger headed in your direction in just 10 mins or less and save up to 30% on fares. Only 1 passenger is allowed per booking. *Available in select cities only.
 4. **GrabTaxi:** Get picked up by a metered Taxi in just a few clicks.
- b. Follow the in-app directions to meet your driver at the pick up location. You'll be able to communicate with them in the app.

B. Visit the Grab Booth at the airport's arrival gate and you will be guided by a staff member to your designated pick up location.

- a. From the baggage claim area, follow the signages leading to the Arrivals Hall.
- b. Upon exit, walk towards the pick up point.
- c. You will immediately see the Grab booth outside.

**see picture for reference of Grab booth.*



PIN LOCATION: Citadines Bay City Manila



OPTION 3: Airport Metro Taxi (not highly recommended)

Yellow - metered Airport Taxis - Yellow-metered Airport Taxis are on average 50% more expensive than the regular taxis but they are the only metered taxi company allowed in the airport premises.

White Regular Taxis - These taxis use the meter but they can only be hailed outside of the airport.

Coupon Taxis - Blue - marked white cab has a fixed rate depending on the location. Dispatch stations are positioned across the Arrival Hall Exit.

Red Taxi - Red taxis are considered dollar taxis in the Philippines, they can cater to passengers who do not possess Philippine pesos and wish to pay in dollars.

WEATHER IN THE PHILIPPINES

In November, the weather in the Philippines is generally characterized by pleasant, cooler temperatures and a decrease in rainfall compared to the wetter months. Average temperatures typically range from 24°C to 32°C (75°F to 89°F). Mostly sunny days and manageable humidity, yet some rains might occur.

KEY CONTACT PEOPLE

Agenda and general logistics

- Pre-conference and on-site: Amy BAUM, UN Women, amy.baum@unwomen.org, Mobile/WhatsApp: +66 65 8724651
- On-site local contact in Manila: Maylis CHARLAT, mariemaylis.charlat@unwomen.org, Mobile/WhatsApp: +63 966 711 5027
- Hotel accommodation and airport transfer: Jane REYES at jane.reyes@the-ascott.com, Mobile: +63 917 632 0564