



**13TH MEETING OF THE AIPA FACT - FINDING COMMITTEE (AIFOCOM)
TO COMBAT THE DRUG MENACE**

04 - 08 July 2017

Conrad Manila, Philippines

**SECTION 1
GENERAL INFORMATION**

1. Date and Venue

The 13th Meeting of the AIPA Fact Finding Committee (AIFOCOM) to Combat the Drug Menace will be held at Conrad Manila, Philippines on 04 - 08 July 2017.

The official arrival date will be on 04 July 2017 (Tuesday), and the departure date will be 08 July 2017 (Saturday).

Information about the hotel is given as follows:

Conrad Manila
Seaside Boulevard corner Coral Way
Mall of Asia Complex, Pasay City 1300
Philippines
Tel. No.: +632 833 9999
Fax No.: +632 832 9999

2. Official Language

The official working language of the meeting of the AIFOCOM is English.

Simultaneous Interpreting System (SIS) booths shall NOT be provided during the meeting. Should they find it necessary, delegations shall be responsible for bringing their own interpreters.

3. Registration

Each delegate is requested to accomplish the attached Registration Form and submit the same together with a passport-sized photograph to aifocom13philippines@gmail.com. The same form may also be downloaded from the House of Representatives website (www.congress.gov.ph). Registration should be completed by 16 June 2017, Friday.

4. Identification Badges

All delegates and accompanying persons shall be issued identification badges, which shall be worn throughout the meeting period for security and identification purposes.

5. Conference Support Staff

Conference Support Staff shall assist during the arrival and departure of the AIPA Member Delegation and serve as a conduit between the Secretariat and the Delegation during their stay in Manila.

6. Passport and Visa

Delegates should ensure that they have valid passports and visas (if required) for entry into the Philippines.

7. Medical Service

Medical assistance (first aid) shall be available at the hotel for the duration of the meeting. All other medical care shall be at the expense of the participants. The Delegates shall be personally responsible for any personal insurance.

8. Climate

Manila weather in July is likely to be rainy. Weather forecast for the first week of July is partly sunny with showers, with temperature ranging from 24°C - 33°C.

9. Flight arrangements

Delegation Secretaries are requested to inform the Secretariat of any change in flight schedules at least 24 hours in advance of the scheduled departure. This will facilitate the arrangement of local transportation to the airport.

10. Contact Details

All communications and requests for information may be coursed through:

Ms. Edith J. Cardenas
Executive Director
Inter-Parliamentary Relations & Special Affairs Bureau
Tel. No.: +632 931 5979; +632 931 6581
Fax No.: +632 931 5595
Email: aifocom13philippines@gmail.com

SECTION 2 HOSPITALITY

1. Accommodation

Accommodation at Conrad Manila shall be provided for the following from 04 July 2017 (Tuesday) until noon of 08 July 2017 (Saturday):

- a. AIPA Member Delegation: Two (2) Members and One (1) Secretary;
- b. AIPA Secretariat: Secretary General, and two (2) staff;
- c. Invited Regional/International Organization: One (1) Guest

2. Meals and Receptions

Meals (excluding alcoholic beverages) shall be provided for Delegates at venues specified in the program. Other meal arrangements shall be on the personal account of the Delegates.

3. Transportation

Transportation to and from the airport, and for all official functions, shall be provided.

4. Additional Expenses

Any arrangements made for accommodation and meals other than those specified above, as well as charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) and sundry expenses shall be at the Delegate's personal account.

Delegates may request that a copy of their hotel charges be sent to their rooms. Bills should be settled at the Hotel Billing Section prior to departure.

SECTION 3 CONFERENCE FACILITIES

1. The Secretariat Room

The Secretariat Room is located at the Boardroom, and is open from 04-08 July 2017, 8:00 a.m. – 7:00 p.m.

2. Secretariat Services

Typing and photocopying services will be available at the Secretariat Room.

Mail, telex and telefax services are available at the hotel's Business Center. Use of such services will be at the Delegate's personal account.

3. Internet Services

Internet facilities are available at designated locations for the use of the Delegates. Internet connections are available at the hotel rooms.