



**AIPA PREPARATORY MEETING FOR THE  
ASEAN LEADERS' MEETING  
WITH THE REPRESENTATIVES OF  
ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA)**  
*Makati Shangri-la, Manila, Philippines, 27-30 April 2017*

**SECTION I  
GENERAL INFORMATION**

**1. Date and Venue**

In conjunction with the **ASEAN LEADERS' MEETING WITH THE REPRESENTATIVES OF THE ASEAN INTER PARLIAMENTARY ASSEMBLY (AIPA)** during the **30<sup>th</sup> ASEAN SUMMIT**, a Preparatory Meeting will be held at **Makati Shangri-la, Manila, Philippines**.

The official arrival date will be on **27 April 2017** and the departure date will be on **30 April 2017**.

Information about the hotel is as follows:

**Makati Shangri-la, Manila**

Ayala Avenue corner Makati Avenue

Makati City 1200, Philippines

Tel : (632) 813 8888

Fax : 813 5499

Website : [www.shangri-la.com/manila/makatishangrila/](http://www.shangri-la.com/manila/makatishangrila/)

**2. Official Language**

The official working language of AIPA meetings is English.

For Delegations which require an interpreter's booth, a limited number of Simultaneous Interpreting System (SIS) booths will be available on a first-come, first-served basis. 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 [aipa38philippines@gmail.com](mailto:aipa38philippines@gmail.com). The same form may also be downloaded from the House of Representatives website ([www.congress.gov.ph](http://www.congress.gov.ph)). Registration should be completed by 27 March 2017.

### **4. Identification Badges**

All Delegates and accompanying persons will be issued identification badges which shall be worn throughout the conference period for security reasons and identification purposes.

### **5. Liaison Officers**

Liaison Officers will be assigned to each AIPA Member Delegation. The Liaison Officer shall be the contact person between the Conference Secretariat and the Delegation.

### **6. Passport and Visa**

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

### **7. Medical Service**

Medical assistance (first aid) will be provided at the hotel for the duration of the Preparatory Meeting. All other medical expenses shall be at the personal account of the participants. The Delegates shall be responsible for any personal insurance.



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 photograph  
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 (not exceeding 500 kb)

**REGISTRATION FORM**  
**ASEAN LEADERS' MEETING WITH THE REPRESENTATIVES OF THE**  
**ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA)**  
**Makati Shangri-la, Manila, Philippines**  
**27 - 30 April 2017**

<b>DELEGATE DETAILS</b>					
Last Name					
First Name					
Name on Badge					
Title					
Position	<input type="checkbox"/> Member of Parliament <input type="checkbox"/> Officer				
Country					
Telephone Number					
Fax Number					
E-mail					
Please Specify	<input type="checkbox"/> Head of Delegation <input type="checkbox"/> Delegate <input type="checkbox"/> AIPA Secretary General <input type="checkbox"/> AIPA Secretariat <input type="checkbox"/> Support Staff <input type="checkbox"/> Others: _____				
<b>SPOUSE DETAILS</b>					
Last Name					
First Name					
Name on Badge					
Title					
Country					
<b>PASSPORT DETAILS</b>					
Date of Birth					
Passport Number					
Place of Issue					
Date of Issue					
Date of Expiry					
<b>CREDIT CARD DETAILS</b>					
Issuing Bank					
Card Number					
Expiration Date					
<b>TRAVEL INFORMATION</b>					
Date of Arrival		Flight Number		Arrival Time	
Date of Departure		Flight Number		Departure Time	
<b>DIETARY REQUIREMENTS</b>					
Diet	<input type="checkbox"/> Vegetarian		<input type="checkbox"/> Non Vegetarian		
Other Specifications					

Kindly complete this form and send together with a copy of the passport details and one passport size photograph no later than 27 March 2017. For further enquiries please email: [aipa38philippines@gmail.com](mailto:aipa38philippines@gmail.com) or call us at **+632-9315979**.

## **8. Climate Condition**

Weather is usually warm and humid in Manila during the month of April. Temperature ranges between 25 °C and 29 °C with possible light rain.

## **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 and Special Affairs Bureau  
House of Representatives

Tel : +632 9315979;9316581

Fax: +632 9315595

Email : aipa38philippines@gmail.com

## **SECTION 2 HOSPITALITY**

### **1. Accommodation**

Accommodation and regular meals at the Makati Shangri-la will be provided from 27 April 2017 (Thursday) until noon of 30 April 2017 (Sunday) for the following:

- a) AIPA Heads of Delegation
- b) AIPA Secretariat (Secretary General and two Officers)

## **2. Meals and Receptions**

Meals (excluding alcoholic beverages) will be provided for Delegates in hosted receptions specified in the program. Regular meal arrangements will be on the personal account of the Delegates.

## **3. Transportation**

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

## **4. Additional Expenses**

Any arrangement 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 will 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. Secretariat Room**

The Secretariat Room is located at the Mandaluyong Room on 27 to 28 April 2017 from 08.00 am to 07.00 pm and on 29 April 2017 from 8.00 am to 12.00 nn.

### **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 own expense.

### **3. Internet Services**

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