1. **Meeting dates**
   11-12 July 2016

2. **Meeting Venue**
   TESDA Women’s Center
   TESDA Complex, East Service Rd., South Superhighway, Taguig City, Metro Manila, PHILIPPINES

3. **Registration**
   To confirm participation in the Quality Assurance of TVET Qualifications in Asia-Pacific, all participants are requested to register in advance by completing the registration form and submitting to p.vitchuchaichan@unesco.org on or before 17 June 2016.

   Fully-funded participants are requested to submit their original boarding pass(es) at the registration desk on 11 July 2016

4. **Accommodation**
   Upon registration, a hotel room reservation (single room with breakfast) will be provided for each participant coming from outside Philippines at Green Sun Hotel, Chino Roces Ext., Makati, Philippines

   Please note that any other personal expenses (e.g. telephone, fax, mini-bar, and laundry) incurred by the participant should be cleared directly with the hotel upon check-out.

5. **Meals**
   All participants are invited to a reception dinner on the evening of 11 July 2016.
   Coffee breaks and lunches will be provided throughout the meeting (11-12 July 2016).

   Participants with dietary requirements are requested to inform the Meeting Secretariat by filling in the “other requests (if any)” field in the registration form.

6. **Visa**
   If participant requires an entry visa to the Philippines, please contact the nearest Philippine Embassy/Consulate with no delay. Participants shall arrange and cover the costs of their visa.
   Please ensure that the passport is valid for at least 6 months from their travel dates.

   Should you encounter any issues with obtaining your visa, please inform UNESCO Bangkok at p.vitchuchaichan@unesco.org.
General Information Note

7. **Currency Exchange Rate**
   The commercial exchange rate is subject to daily changes. The exchange rate for cash is slightly lower than for travellers’ cheques. There are banks and currency exchange kiosks located at the airport.

   Currency exchange rate (counter rate) as of **June 8, 2016**: **US$ 1 = Philippine peso 46.11** approximately.

8. **Climate in Manila**
   You should expect rainy season climate in Manila during the meeting. Temperatures are expected to range between 27 to 34 °C approximately. Weather is likely to be rainy and cloudy, with a relative humidity of 60%-80%. Scattered thundershowers and isolated heavy rain throughout the period can be expected hence an umbrella would be useful. It is also advisable to bring appropriate clothes for a fully air-conditioned meeting room (a light jacket / shawl or scarf for ladies).

9. **Local Transportation**
   Vans will be provided by TESDA from the International Airports (NAIA) to the hotel. It takes approximately 20 - 30 minutes to transfer from the International Airport Terminal 3 to the Green Sun Hotel. TESDA service vans shall likewise transport participants to and from the venue.

10. **Computer and Communication**
    Participants are requested to bring a laptop computer for their own use during the meeting. Free Wi-Fi will be available throughout the meeting venue.

11. **Medical Emergency**
    Participants are advised to bring their regular prescribed medication for health care during the meeting. In the event that you should require urgent medical attention during the meeting, the nearest hospitals to the meeting venue are: San Juan De Dios Educational Foundation Incorporated Hospital at Pasay City; St. Lukes Medical Center at Global City, Taguig City; and the Makati Medical Center at Makati City.

12. **Language**
    English will be the working language of the meeting.

13. **Electricity**
    The supply voltage in the Philippines is 220 volts. Both flat prongs and round prongs are commonly used in the Philippines.
14. Location Map of the Meeting Venue

https://www.google.com.ph/maps/@14.5231305,121.0281084,15z

15. Contact Information

For more information or any enquiry related to the Conference, please contact the Secretariat (Bangkok) by email at p.vitchuchaichan@unesco.org, p.boonkerd@unesco.org or the Secretariat (Philippines) by email at ginagtomaque@tesda.gov.ph.

For update to the agenda, please visit the meeting webpage:
http://www.unescobkk.org/fr/education/tvet/expert-meeting/second-expert-meeting/

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