



Country Ownership Strategies: Leadership Forum on Health Information Systems

Participants Information Bulletin

Asia-Pacific Leadership Forum on Health Information Systems Manila, Philippines June 13 – 16, 2011

1. General

We are pleased that you will be joining us for the Asia-Pacific Leadership Forum on HIS, 13- 16 June 2011, at the World Health Organization Regional Office for the Western Pacific (WPRO) Conference Hall in Manila, Philippines. This document outlines logistical information and expectations for the conference.

2. Conference Schedule

Date	Contents	Location
Sunday, June 12, 2011	Forum Registration 6:00 -9:00pm	Hyatt Meeting Room 2
Monday, June 13, 2011	Forum (8:30am – 5:30pm) Evening Reception (7:00-11:00pm)	WPRO Conference Hall (forum) Reception (Hyatt – Ballroom 2)
Tuesday, June 14, 2011	Forum (8:30am – 5:30pm)	WPRO Conference Hall
Wednesday, June 15, 2011	Forum (8:30am – 5:30pm)	WPRO Conference Hall
Thursday, June 16, 2011	Forum (8:30am – 5:30pm) Sponsored Dinner (evening)	WPRO Conference Hall
Friday, June 17, 2011	Depart	

3. Registration

The Conference registration and information desk will be open from 6:00 -9:00pm on Sunday, 12 June 2011 at the Hyatt Hotel and Casino Manila in Meeting Room 2. There will be an opportunity to register on Monday morning the first day of the conference from 7:30 – 8:15am, 13 June. All relevant information and material on the conference program and venues will be distributed at the desk.

4. Name Badges

Name badges will be issued at registration. We request that participants wear badges throughout the conference. Please clearly mark on the online registration page exactly how you would like your name to appear.



5. Conference Center

The conference will take place at the World Health Organization Regional Office for the Western Pacific (WPRO) Conference Hall. WPRO is located on the corner of United Nations Avenue and Taft Avenue (approximately 10 blocks from the Hyatt Hotel and Casino) where participants will be staying. Daily shuttles will be available to transport participants from the Hyatt Hotel and Casino to the WPRO Conference center daily at 8:00am and immediately following the end of the forum day (5:30pm) back to the hotel. Please note that the buses will leave promptly at 8:00am in the morning. If you are unable to make it onto one of the buses you will be responsible for getting to WPRO yourself (approximately PHP50 from a street taxi).

6. Map of WPRO Center and Hyatt Hotel and Casino



7. Lodging

All of the sponsored country team participants are registered to stay at **the Hyatt Hotel and Casino Manila**. The hotel has offered each participant of the Asia Pacific Leadership Forum on HIS a discounted nightly rate of US\$127 for a single standard room. This rate includes a full breakfast. All of the sponsored participants must check out by Friday June 17th. We ask that you settle your bill with any incidentals with the hotel the night before checking out. If you would like to stay for additional days, you must arrange this separately with the hotel.

See hotel contact information below:

Hyatt Hotel and Casino

1588 Pedro Gil cor M.H. Del Pilar, Malate,
Manila, Philippines 1004

Tel: +63 2 245 1234 Fax: +63 2 247 1234

Email: manila.casino@hyatt.com

8. Airfare

The Secretariat or another donor will be organizing your airfare. We will contact you individually to confirm your flight details.

9. Airport Transfers

Participants should make their own transportation arrangements from Ninoy Aquino Airport to hotel. Metered-taxis are readily available at the airport. Detailed information about Ninoy Aquino Airport can be found <http://www.manila-airport.net>. For participants wishing to avail themselves of the limousine and public metered-taxi services indicated above, it is strongly recommended that they approach only the authorized representatives at the counters located in the airport arrival zone. Sponsored participants will receive an allocated amount in their per diem to cover the cost of taxis to and from the airport.

10. Meals

The Hyatt includes a buffet breakfast to all hotel guests each morning. During the days of the forum, (June 13-16), lunch will be served at the WPRO Conference Hall. Participants will be required to make their own arrangements for dinner. The hotel has several restaurants and cafes. There are also many restaurants located near the hotel.

11. Conference Attire

Business casual.

12. Medical Emergencies

Please contact the hotel reception +63 2 245-1234 in case of medical emergency. There is a doctor on call at the Hyatt and a nurse is available at WPRO. WPRO is also located across the street from a main hospital.

13. Visa

Nationals who are NOT included in the list below are allowed to enter the Philippines **without a visa** for a period of stay of twenty-one (21) days or less. The following countries require a visa to enter the Philippines:

Countries requiring a visa					
Afghanistan	Bosnia-Herzegovina	Georgia	Lebanon	Palestine	Tonga
Albania	China	India	Libya	Russian Federation	Turkmenistan
Algeria	Croatia	Iran	Lithuania	Sierra Leone	Ukraine
Armenia	Cuba	Iraq	Moldova	Slovenia*	Uzbekistan
Azerbaijan	East Timor	Jordan	Nauru	Sri Lanka	Vanuatu
Bangladesh	Egypt	Kazakhstan	Nigeria	Sudan	Yemen
Belarus	Estonia	Kyrgyzstan	North Korea	Syria	Federal Republic of Yugoslavia

Belize	Former Yugoslav Republic of Macedonia	Latvia	Pakistan	Tajikistan	Holders of Taiwanese passports
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* Regular passport holders only; diplomatic and official passport holders do not need entry visas

Only participants from Bangladesh and India are required to secure a business visa prior to your arrival in the Philippines. Please contact **Cristy Yuson** at the Department of Health (mariacristy_yahoo.com) in the Philippines to receive an official letter from the government. Visas can then be obtained by the Filipino Embassy or Consulate in your country (check the consulate or embassy in your country for processing fees and other requirements). ***Sponsored participants, please keep your receipt for the visa as you will be reimbursed for this cost with your per diem during registration.***

14. Per Diem

We will be using a per diem structure for travel related expenses. A per diem structure is a fixed daily allowance that covers meals and incidental expenses in a standard way for all travelers. Expenses outside of the per diem are your responsibility.

The current standard rate for meals and incidentals in Manila is \$85 per day. On travel days, participants will receive 75% of the per diem rate (US\$63.75) and on conference days participants will receive the per diem rate minus breakfast and lunch (US\$51).

Days	Number of Days	Per Diem description	Per Diem Amount
Travel day to Manila	1	75% of Meals & Incidental Expenses	US\$63.75
Meeting Days	4	Full Amount minus amount for Meals and Lodging	US\$51 x 4 = \$204
Travel day home	1	75% of Meals & Incidental Expenses	US\$63.75
TOTAL			US\$331.50

Participants will receive their per diem during registration on Sunday, June 12 (6-9pm) at the Hyatt. Please direct any questions to Alyson at aclark@msh.org.

15. Foreign Exchange

Visitors to the Hyatt Hotel and Casino are advised to check the exchange rates and travel with sufficient money to cover expenses. The unit of currency in the Philippines is the peso (P), which is also spelled piso in Filipino, and is divided into 100 centavos (c). Banknotes come in denominations of 10, 20, 50, 100, 200, 500, 1000 and 2000 pesos. Coins are in 10c and 25c pieces, and P1, P5 and P10. The current exchange rate is PHP43 = USD1.

Participants can change money at the airport, bank, or at the hotel. It is also advisable to carry traveler's checks or credit cards. There are also several ATMs in and around the hotel.

16. International Dialing Code

International dialing code: +63

17. Climate

You will be traveling to Manila during the beginning of the wet/typhoon season. Temperatures rarely stay too far from the 30°C / 86°F year round. Humidity levels can also be high for much of the year in Manila. Delegates are advised to dress appropriately.

18. Time Zone

Manila is eight hours ahead of Greenwich Mean Time (GMT).

19. Internet Access

Wireless internet access will be available to all participants in public areas at the hotel and in the hotel room. High speed internet will also be available in the hotel rooms. The cost of the internet is \$46/day (or PHP2000/day). It can also be purchased at an hourly rate. Please contact the front desk at +63 2 245-1234 to purchase internet access or you can buy directly online using a credit card. The business center offers internet access, printing, and photocopying services for a fee.

20. Language

The official language for the meeting is English.

21. Electricity and Power Plug

The electric current is 220 volt AC throughout the country. In the Philippines the main electrical plug is the Type A (see image below), or flat blade attachment plug, uses two flat parallel pins or blades. This plug and receptacle are technically known as NEMA 5-15 (North American 15 A/125 V grounded).



22. Points of Contact

For any further information you may require or if you need a personal invitation letter or official document for your visa application, please contact:

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