



**United Nations**

Department of Economic and Social Affairs



## High-Level 16<sup>th</sup> Regional Environmentally Sustainable Transport Forum in Asia

**10-12 December 2024**  
**ADB Headquarters, Manila, the Philippines**

### **Sustainable Urban Mobility Solutions- Empowering Cities towards Low Carbon Pathways for Achieving Co-benefits & Economic Resilience in the SDGs Era**

#### **GENERAL INFORMATION**

##### **1. Introduction**

The Government of the Philippines will host the High-Level 16th Regional Environmentally Sustainable Transport (EST) Forum in Asia, led by the Department of Transport (DOTr), with support from the Department of Public Works and Highways (DPWH) and the Department of Environment and Natural Resources (DENR). The Forum is co-organized by the Ministry of the Environment, Japan; the Asian Development Bank (ADB); the Asian Infrastructure Investment Bank (AIIB); and the United Nations Centre for Regional Development of the Division for Sustainable Development Goals, United Nations Department of Economic and Social Affairs (UNCRD-DSDG/UN DESA).

The Government of the Philippines has the honour and great pleasure in inviting distinguished delegates to the High-Level 16<sup>th</sup> Regional EST Forum in Asia to be held on 10 to 12 December 2024 at ADB Headquarters, Manila, the Philippines.

The Forum will be preceded by a pre-event on 9 December 2024.

##### **2. Date & Venue**

Date : 10-12 December 2024

Venue : ADB Headquarters  
6 ADB Avenue, Mandaluyong,  
Metro Manila 1550,  
the Philippines

##### **3. Registration of the 16th Regional EST Forum in Asia**

###### **Online registration**

All the delegates including government officials, international organizations, experts and resource persons attending the Forum are required to register through the online Form link:

<https://adb.eventsair.com/high-level-16th-regional-environmentally-sustainable-transport-forum-in-asia/registration-form/Site/Register> by **25 November 2024**.

For all the government delegates, a specific Nomination form is sent out together with the official invitations should be submitted to the Secretariat of the Regional EST Forum in Asia at UNCRD: [est@uncrd.or.jp](mailto:est@uncrd.or.jp)

#### **At the Forum venue:**

The Forum registration desk will be located at ADB Avenue. The registration desk will be opened from 08:00 to 9:00 AM.

It is highly essential that all delegates, for security purposes, always wear their name badge provided. Access to the Forum will be denied without the name badge. Attendance to this Forum is by invitation only. Any accompanying persons without registration will not be granted access to the event.

#### **4. Visa Information**

4.1. Nationals from countries listed in the link below who are traveling to the Philippines for business and tourism purposes are allowed to enter the Philippines without visas for a stay not exceeding thirty (30) days, provided they hold valid tickets for their return journey to port of origin or next port of destination and their passports are valid for a period of at least six (6) months beyond the contemplated period of stay. <https://beta.tourism.gov.ph/temporary-visitors-to-the-philippines/> All other countries need to apply for visa in advance.

4.2. For visa-related matters, kindly contact the Philippine Foreign Service Post in your country through <https://dfa.gov.ph/about/dfa-directory/our-foreign-service-posts-dfa>

#### **5. Arrival to the Philippines**

5.1. Arriving Filipino and foreign passengers are required to register/update in the eTravel System <https://etravel.gov.ph> within 72 hours (3 days) prior to your arrival into or departure from the Philippines.

All the travelers must register with [eTravel – Philippine One-Stop Electronic Travel Declaration System](#) for a smoother and quicker entry process. Without the One Health Pass, entry will take longer since documents will need to be verified manually upon arrival. Please note that upon completion of your registration, a QR code will be provided; please ensure to take a screenshot of this. Please also note that you may only register within 48 hours before you arrive in the Philippines. Registration in eTravel is FREE.

Please see [Philippine Travel Information System](#) for more information.

For detail information please visit at: <https://beta.tourism.gov.ph/temporary-visitors-to-the-philippines/>

#### **6. Travel medical insurance**

6.1. Citizens and residents of the Philippines including foreign nationals who wish to exit and enter the country via land, sea and air will no longer be required to possess travel medical insurance with COVID-19 coverage. However, travelers who wish to obtain such insurance for their own peace of mind are welcome to do so.

6.2. Complete COVID-19 vaccination will no longer be an entry or exit requirement for the Philippines.

6.3. Delegates are encouraged to use a self-antigen test kit and required to notify the Secretariat if they are tested positive. 1.7. Arrival Frequently Asked Questions (FAQs) may be checked here: <https://www.newnaia.com.ph/passengers#faqs>

## **7. Hotel Reservations**

Delegates are requested to make their hotel reservations directly to your hotel of choice. Special rates for the delegates attending the 16th Regional EST Forum are as follows:

### **Citadines Millennium**

- Address: 11 Ortigas Ave., Ortigas Center, Pasig City
- Contact: Jerica Villamor
- Phone: +632 863-38888
- Email: [jade.villamor@the-ascott.com](mailto:jade.villamor@the-ascott.com)

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- Studio: (Single Occupancy) – PHP 4,400 nett
- Studio Executive: (Single Occupancy) – PHP 4,620 nett
- One Bedroom Deluxe (Double Occupancy) – PHP 5,160 nett
- One Bedroom Deluxe - Php5,170nett per night.
- Inclusions: Breakfast, internet access, free local calls, welcome drink, daily coffee and tea set up; mineral water, fitness center facilities, swimming pool

### **Crowne Plaza Manila Galleria and Holiday Inn, Manila**

- ADB Ave. Corner Ortigas Ave. Ortigas Center, Pasig City
- Contact: Gayle Calub
- Phone: +632 87903100
- Email: [gayle.calub1@ihg.com](mailto:gayle.calub1@ihg.com)

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- Standard Room (Single Occupancy) – PHP 6,100 nett
- Inclusions: Breakfast, internet access, Welcome drink, daily coffee and tea set up, mineral water, fitness center facilities, swimming pool

### **Discovery Suites**

- 25 ADB Ave., Ortigas Center Pasig City
- Contact: Mandy Ella
- Phone: +632 77196929
- Email: [mandy.ella@discovery.com.ph](mailto:mandy.ella@discovery.com.ph)

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- 1 Queen Bed - PHP 5,100.00 NETT Junior Suite - studio type  
*Room feature: kitchenette consisting of microwave, mini fridge over toaster, and water heater; toilet and bath with tub; 45 sqm.*
- 1 Queen Bed - PHP 5,600.00 NETT (1-2 pax occupancy)

*Room feature: Separate bedroom from living and dining room. With a 4-seater round-shaped dining table. Fully furnished and equipped kitchen with microwave oven, coffee machine, oven toaster, 4 burner electric stove, and a big refrigerator); with 1 toilet and bath with tub; 80 sqm*

- Inclusions: Daily buffet breakfast at Restaurant 5; Wireless internet access up to 100mbps shared. Access to Balance Lifestyle Fitness Club's facilities: gym, pool & sauna; Access to self-service laundry and dryer machines located on the 10th, 12th, 15th, and 15th floor; Daily replenishment of water bottles, coffee, and tea; Access to one (1) parking space per suite; Complimentary local calls

### **Edsa Shangri-La**

- 1 Garden Way, Ortigas Center Mandaluyong City
- Contact: Michele Castro
- Phone: +632 86338888
- Email: [michele.castro@shangri-la.com](mailto:michele.castro@shangri-la.com)

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- Deluxe Room (Single Occupancy) – PHP 6,500 nett
- Inclusions: Breakfast, internet access, and free use of pool and health club

### **Joy Nostalq**

- 17 ADB Avenue, Ortigas Center, Pasig City
- Contact: Gladys Silverio
- Phone: +632 53187888
- Email: [gladys.silverio@accor.com](mailto:gladys.silverio@accor.com) / [micher.velo@accor.com](mailto:micher.velo@accor.com)

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- ✓ Studio Executive (Single Occupancy) – PHP 6,000 nett
- ✓ One Bedroom Executive (Single Occupancy) – PHP 6,700 nett
- ✓ Inclusions: Breakfast, internet access, free use of the swimming/lap pool with underwater music; jacuzzi, newspaper, free local calls; fully equipped kitchen facilities; dishwasher, washer & dryer (for 1 BR and up)

### **Marco Polo**

- Meralco Ave. Corner Sapphire Road Ortigas Center, Pasig City
- Katrina Uy
- Phone: +632 77207777
- Email: [katrina.uy@marcopolohotels.com](mailto:katrina.uy@marcopolohotels.com) Ortigas

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- ✓ Superior (Single Occupancy) – PHP 6,000 nett
- ✓ Deluxe (Single Occupancy) – PHP 6,400 nett
- ✓ Inclusions: Breakfast, internet access, free local calls, free use of gym and pool, Nespresso coffee-making facilities, local newspaper, welcome fruits, and bottled water.

## 8. Transportation

Upon arrival at the Ninoy Aquino International Airport (NAIA) at Terminals 1 and 3, please proceed to the International Organizations Desk which is located right after the customs clearance area. The Government of the Philippines will put a Special Help Desk to guide EST Forum participants at airport. The contact person directs you to the taxi queue at the arrival area for your transfer to the hotel. If you are arriving at NAIA Terminals 2, please proceed to the taxi queue outside of the arrival area.

Accredited NAIA meter taxis (only cash basis) may be taken from the airport to Ortigas Center where ADB-accredited hotels are located for an approximate rate of about Philippine Peso (PHP) 900 which is about US\$ 15.00-16.00. Depending on traffic, you are expected to reach Ortigas Center in about 30 minutes to an hour. Due to occasional heavy traffic between Ortigas Center and the airport, it is advisable to leave for the airport at least 3 hours before your flight departure. If you wish to use the airport shuttle service from the airport-hotel-airport, please coordinate with your hotel directly.

### **Airport address:**

Ninoy Aquino International Airport (NAIA)  
Andrews Avenue, Pasay, 1300 Metro Manila, the Philippines  
Phone: +632 8553 8000  
Email: [pao@miaagovphils.onmicrosoft.com](mailto:pao@miaagovphils.onmicrosoft.com)  
Website: <https://www.miaa.gov.ph/>

## 9. Dress Code

- **Official Event:** Business Attire
- **Official Dinner:** National Attire/Smart Casual
- **Technical Visit:** Casual

## 10. Welcome Reception

A reception will be hosted by the Government of the Philippines on 10 December 2024; and the ADB on 11 December 2024. Please indicate your interest in joining the reception at the time of registration/receiving the name badge.

Please inform us if you have any allergies/dietary restrictions during registration, so a suitable meal can be arranged.

## 11. Technical Field Visit

A technical field visit may be arranged on 12 December 2024. on a first-come, first-serve basis. Please indicate your interest in joining the field visit at the time of registration/receiving the name badge. The technical field visit site is **Camp Aguinaldo Station** of the Metro Manila Subway project.

## 12. Other details

- The Philippines currency is Peso (PHP), 1 USD = PHP 58.61. Please check the conversion online.
- The standard voltage is 220V and the standard frequency is 60Hz.
- The time zone for the Philippines is GMT+8

- All delegates are advised to check and ensure that they have the necessary visa to enter the Philippines if required. All delegates must ensure that their passport has at least 6 months of validity for immigration entry and exit.

#### **11. Places of Interest:**

[Top 19 Things to Do in Manila City | Guide to the Philippines](#)

[15 Best Tourist Spots in the Philippines in 2024 | Guide to the Philippines](#)

#### **13. Access in ADB**

Registered participants must present a valid photo identification (passport, driver's license, etc.) to claim their ADB-issued building access badges. This must be always worn while inside ADB premises. The unique Wi-Fi username and password will be reflected in badges.

We encourage you to arrive at the ADB Main Gate along #6 ADB Avenue, Mandaluyong, Metro Manila 10-15 minutes before the actual schedule for seamless registration and ADB ID issuance.

#### **14. Essential Contact Information**

- **Department of Transport (DOTr)**
  - Michelle Caoili [michelle.caoili@dotr.gov.ph](mailto:michelle.caoili@dotr.gov.ph)
- **Foreign missions in the Philippines (Please refer to the link below)**
  - <https://dfa.gov.ph/136-diplomatic-and-consular-lists/34752-diplomatic-and-consular-list>
  - <https://www.dlsu.edu.ph/students/international/directory-of-embassies-and-consulates/>
- **UNCRD Secretariat of the Regional EST Forum in Asia**
  - **EST Forum website:** <https://uncrd.un.org/content/16th-est-forum>
  - **Email:** [est@uncrd.or.jp](mailto:est@uncrd.or.jp)
  - **Tel:** [+81-561-9536 / 9544 / 9417](tel:+81-561-9536)