Administrative Note

Venue
The Regional Seminar will be held at Microtel by Wyndham UP Techno Hub, Quezon City, Philippines

2nd Floor, Oblation Hall, Microtel by Wyndham – UP Techno Hub

Address: UP Ayala Land Technohub, Commonwealth Avenue
Quezon City, Philippines 1121
Website: http://www.microtel-uptechnohub.com/

Programme-related Requirements
- Since the Seminar will hold several workshops and hands-on activities, all TEIs are expected to bring their lessons plans to enhance by incorporating GCED and ICT elements during Session 2A, 3A, and 3B.
- Participants are highly encouraged to wear their national attires during the Seminar, especially on Day 1.
- Each TEI is expected to bring/present a poster about their achievements and activities during the Poster Sessions on Days 2 and 3. Please refer to the shared Poster Session Guidelines for more information.

Accommodation
The Microtel by Wyndham UP Techno Hub will provide twin-sharing rooms to the RDTC participants for the duration of the Seminar, inclusive of breakfast and free wi-fi. Please note that if a participant wishes to occupy a single room, then they would have to cover their own costs of the room.
Hotel name and address:

**Microtel by Wyndham UP Techno Hub**
Address: UP Ayala Land Technohub, Commonwealth Avenue, Quezon City, Philippines 1121
Tel: +63 (02) 804 6888
Email: cnsocorro@microtel.ph
Website: [http://www.microtel-uptechnohub.com/](http://www.microtel-uptechnohub.com/)

**Check-in/out:**
- Standard check-in time is 1400 hrs/Check out time is 1200 hrs. (5th and 9th November respectively)
- Late check-out time is 1800 hrs, the hotel will charge a half price of a room rate. After 1800, the hotel will charge a full price of a room rate.

*Note: Late check out cost is under personal account of the participants.* Accommodation costs for self-funded participants, and other personal charges (e.g. telephone, fax, internet, mini-bar, laundry, other meals) incurred by both self-funded and UNESCO-funded participants or their companion(s) shall be charged to the participants and they are responsible to settle the bill directly with the hotel upon check-out.

**Travel from/to Airport to/from the Hotel**
Airport pickup will be provided. There are 3 international airport terminals. Representatives from the Philippine RDTCs will be there to meet you. Please look for the RDTC event signage.

See Annex A for more information on the pick-up points and additional details.

Alternative method: To get to the hotel from NAIA 1, 2, or 3, proceed to the Grab Taxi booth and book a taxi from there to go to the hotel (UP Ayala Land Technohub along Commonwealth Avenue in Quezon City), which should cost around PhP500-600. (Source: [http://www.microtel-uptechnohub.com/](http://www.microtel-uptechnohub.com/)) Kindly note that the taxi fare will not be reimbursable.

*NOTE: Airport transfer for departing flights after the Seminar will be done by batch. Details will be explained during the Seminar proper. You may opt to travel to the airport on your own – however, costs related to this will not be covered by the organizers.*
Meals

**There will be no DSA provided.** All lunches and snacks will be covered during your stay. A special reception dinner will be hosted on the first day of the Seminar, as well as the dinner on the last day. No dinner will be provided during Day 2, choices for restaurants are available at the nearby UP-Technohub and UP Town Center (shopping mall). UP graduate students will accompany and guide you in going to the said locations.

The meal venues are as follows:

- **Breakfast room:** Millie’s Restaurant
- **Lunch room:** Oblation Hall
- **Dinner reception room for Day 1:** Oblation Hall
- **Dinner/cultural show for Day 3:** Barbara’s Heritage Restaurant at Intramuros, Manila (http://www.pinoyadventurista.com/2017/06/barbaras-heritage-restaurants-in-intramuros-manila.html)

Travel Documents for Submission

For fully sponsored participants, please submit the original copy of your boarding pass/es (from your city to Manila) to the Secretariat upon registration for the Seminar in the morning of 06 November, Monday.

Visa Requirements

The Department of Foreign Affairs-Manila website https://www.dfa.gov.ph/ provides information about visa requirements, but it is advisable to check with the Philippine diplomatic or consular mission in your country to find out if you need a visa for the Philippines. Participants who require a visa to enter the Philippines should obtain one from the Philippine diplomatic or consular mission prior to entering the Philippines. Please note that a passport must have at least six-month validity beyond intended stay in order to obtain a visa and/or travel to the Philippines.

Weather in Manila

The average temperature in November may range between 22°C (71.6°F) and 31°C (87.8°F) based on local weather forecast. Since the conference rooms are air-conditioned, it can be rather cold inside. The dress code for the conference is smart casual, so a jacket or shawl would be appropriate. For more weather news please visit the link: https://www.accuweather.com/en/ph/manila/264885/november-weather/264885
**Currency Exchange**
The currency exchange rate is subject to change daily. The exchange rate for cash is slightly lower than for travellers’ cheques. Banks and currency exchange kiosks are available in the airport. Your hotel may also have currency exchange facilities. The current exchange rate (as of 12 October 2017) is USD1 = PhP 51.476 (source: [http://www.bsp.gov.ph/](http://www.bsp.gov.ph/))

**Medical Services**
Manila has hospitals that are of high international standards. In case of medical emergency, please contact the hotel’s information desk for further assistance.

**Electricity**
The voltage in Manila is 220AC, 60Hz. You are advised to bring a universal adapter - this is not easily available in the hotel nor the Secretariat.

“This adapter is also known as type E or F. (It combines E and F styles into one adapter.) The Philippines have 220 volt electricity, meaning unless your computer or appliance is dual voltage or designed for 220 volts, you will need a converter or transformer.” (for more information, please go to [http://www.walkabouttravelgear.com/c_phili.htm](http://www.walkabouttravelgear.com/c_phili.htm))

**For more information**
Please contact:

- Marie Therese A.P. Bustos, Dean, College of Education, University of the Philippines, Diliman, [mpbustos@up.edu.ph](mailto:mpbustos@up.edu.ph)
- Elenita N. Que, Assistant Professor, College of Education, University of the Philippines, Diliman, [enque@up.edu.ph](mailto:enque@up.edu.ph), [lenyque@gmail.com](mailto:lenyque@gmail.com)
  Phone: +63 922-824-8931
ANNEX A: Detailed instructions on Airport Pick-up

Travel from/to Airport to/from the Hotel

Airport pickup will be provided by the local organizers. There are three (3) international terminals at Ninoy Aquino International Airport (NAIA) – your e-ticket should reflect which terminal you will be assigned to.

You are HIGHLY encouraged to use the pick-up service to get to Microtel in Quezon City. Note that Metro Manila is known for its heavy traffic conditions and rain-induced flooding, so it is best that you take the pick-up service provided by the local organizers.

Please look for this particular signage:
Representatives from University of the East (UE) will meet those who will be arriving at NAIA Terminal 1 at the Arrival Extension Area. Upon exit from the main terminal building, walk straight across the street and proceed directly to the “Greeters’ Area”. The main reception area is one floor down (via a ramp). At the top of the ramp are signs telling you which way to go (right or left). Look for the letter “U” (for UNESCO) where representatives from UE will be waiting holding a white sheet of paper with the text “RDTC 2017”. The pick-up point and pick-up contact are shown below:

NAIA Terminal 1

Pick-up Contact
Mr. Michael Angelo Mercado
Tel. No. +63-975-159-8020
Those arriving at **NAIA Terminal 2** must exit the Arrival building as well as the passenger-only open area, towards the pedestrian sidewalk. Representatives from UE will wait for you at **Bay 17** holding a white sheet of paper with the text “**RDTC 2017**”. The pick-up point and pick-up contact are shown below:

**NAIA Terminal 2**

**Pick-up Contact**

**Ms. Vanessa Orillano**  
Tel. No. +63-916-301-5787
Those arriving at NAIA Terminal 3 must proceed directly to the arrival area – no need to get out of the Arrival building. Representatives of the Philippine RDTCs led by Mindanao State University-Iligan Institute of Technology (MSU-IIT) will be there to welcome all regional seminar participants with the text “RDTC 2017” written on a white sheet of paper. The pick-up point and pick-up contact are shown below:

**NAIA Terminal 3**

**Pick-up Contact**

Mr. Jun Karren Caparoso  
Tel. No. +63-922-892-0862