

## MEETING BULLETIN

### 1. Dates and Venue

- 1.1 The Flight Procedure Design Course – Module 3 will be hosted by the Civil Aviation Authority of the Philippines (CAAP) and will be held at the Civil Aviation Training Center (CATC) from 04-15 September 2023. The CATC is located at:

**Civil Aviation Training Center (CATC)**  
Merville Access Road., Km. 12 South Superhighway,  
Brgy 201, Pasay City  
Metro Manila, Philippines

- 1.2 The Course will start at 0900 hours each day. Participants are requested to register at the Secretariat's Desk located at the meeting venue from 0830 to 0900 hours on the opening day of the meeting. Participants are also requested to wear the identification badge all the time inside the venue.

### 2. Hotel Reservations

- 2.1 Participants are to make hotel reservation directly with the hotel. The list of recommended hotels are as follows:

Hotel	Room Type	Room Rate
<b>The Heritage Hotel Manila</b> Roxas Boulevard corner EDSA, Pasay City T: +63 2 8854 8888 W: <a href="http://www.millenniumhotels.com/en/manila/the-heritage-hotel-manila/">www.millenniumhotels.com/en/manila/the-heritage-hotel-manila/</a>	Superior Room	Php 3,500.00
	Deluxe Room	Php 3,900.00
<b>Sequoia Hotel Manila Bay</b> Veneracion corner San Pedro St., Aseana City, Business Park, Parañaque, Metro Manila T: +63 2 8260 1720 W: <a href="http://www.sequoiamanilabay.com">www.sequoiamanilabay.com</a>	Deluxe Room	Php 3,900.00
<b>Savoy Hotel Manila</b> Andrews Avenue, Newport City, Pasay City, Metro Manila T: +63 2 5317 2869 W: <a href="http://www.savoyhotelmanila.com.ph">www.savoyhotelmanila.com.ph</a>	Essential 1 Twin	Php 4,000.00
<b>Belmont Hotel Manila</b> Newport Boulevard, Newport City, Pasay City, Metro Manila T: +63 2 5318 8888 W: <a href="http://www.belmonthotelmanila.com">www.belmonthotelmanila.com</a>	Queen	Php 5,671.25
<b>Hilton Manila</b> Newport Boulevard, Newport City, Pasay City, Metro Manila	Single	Php 8,168.20

T: +63 2 7239 7788 F: +63 2 7239 7789 W: <a href="http://www.hiltonmanila.com">www.hiltonmanila.com</a>		
<b>Marriott Hotel Manila</b> No. 2 Resorts Drive, Pasay City, Metro Manila T: +63 2 8988 9999 F: +63 2 8836 9998 W: <a href="http://www.manilamarriott.com">www.manilamarriott.com</a>	Single  Double	Php 12,960.64  Php 13,601.28

*Note: Based on published rates.*

### **3. Transportation**

3.1 CAAP will provide vehicle to the participants from the airport to the hotels and vice versa, and from their hotels to the meeting venue and vice versa during the training period.

### **4. Meals during your stay**

Complimentary lunch and 2 coffee breaks per day will be provided to all participants during the training on the courtesy of CAAP. All other meals are on your own.

### **5. Focal Point of Contact for the Meeting**

5.1 The focal points of contact for the meeting are:

**Ms. Maria Edda M. Lamarca**

Chief, Office of the International Civil Aviation Coordinating Staff (ICACS)

E-mail: [icacs@caap.gov.ph](mailto:icacs@caap.gov.ph)

Mobile / Viber / WeChat No.: 0917 127 3217

**Ms. Huo Linling**

Administrative Assistant, ICAO Asia and Pacific FPP Office

E-mail: [hlinling@icao.int](mailto:hlinling@icao.int)

Mobile / WeChat No.: (0086) 13671009270

### **6. General Information of Ninoy Aquino International Airport (NAIA)**

6.1 Ninoy Aquino International Airport or NAIA (IATA: MNL, ICAO: RPLL), also known as Manila International Airport or simply Manila Airport, is the main international gateway to the Philippines consisting of four passenger terminals.

6.2 NAIA is located along the border between Pasay and Parañaque cities in Metro Manila, about 7 km (3.4 miles) south of the city and southwest of Makati Central Business District. MNL Airport is a hub for Cebu Pacific, Cebgo, Philippine Airlines, PAL Express and a focus city for Philippines AirAsia.

## **7. Passport, visa and customs formalities**

- 7.1 For entry into the Philippines, all visitors must hold a passport valid for at least 6 months or other valid travel documents. To check whether you are required to obtain a visa as well as the customs formalities, please visit the website: <https://dfa.gov.ph/list-of-countries-for-21-day-visa>.
- 7.2 The Philippine government still applies COVID-19 requirements to travelers entering from outside of the country. The rules are being revised as the situation changes. Please check the Philippine government website (Department of Tourism at <https://visitor.tourism.gov.ph/>) for the latest and most applicable rules for each participant.
- 7.3 For those applying for Visa, please notify ICACS at email address [icacs@caap.gov.ph](mailto:icacs@caap.gov.ph) by sending a scanned copy of the data page of the applicant's passport reflecting the passport number, nationality, date of birth, and the validity period. ICACS will provide a letter addressed to the Philippine Department of Foreign Affairs (DFA) to support the visa application.

## **8. Other Useful Information**

### **8.1 Language**

Filipino, the standardized form of Tagalog, is the national language in the Philippines. However, the locals can also speak in English.

### **8.2 Currency and Money Exchange**

The Philippine peso (Php) is the local currency used. Current exchange rate is USD 1 equivalent to Php 55.50. Credit cards such as American Express, Visa, and Mastercard are acceptable by the hotels and all the stores in the shopping malls.

There are money exchange companies and commercial banks both in arrival and departure at the Ninoy Aquino International Airport, where you can exchange your money. There are ATMs available in the malls and around the Metro.

### **8.3 Sim Card**

International Sim Cards is available in the arrival passenger lounge.

### **8.4 Time Difference**

The Philippines is 8 hours ahead of Coordinated Universal Time (UTC +8).

### **8.5 Weather**

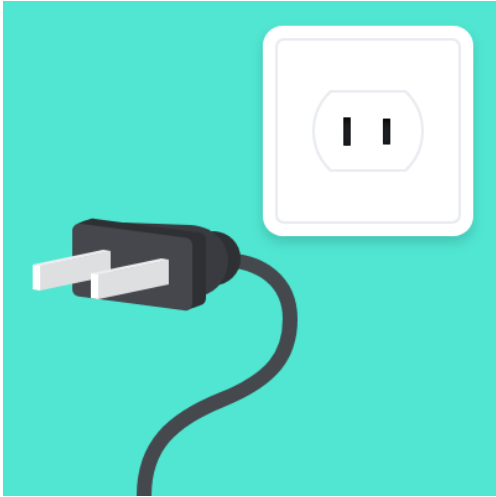
Daytime temperatures usually reach 31°C in Manila, Philippines in September with very high heat and humidity, falling to 24°C at night.

### **8.6 Tourist Information**

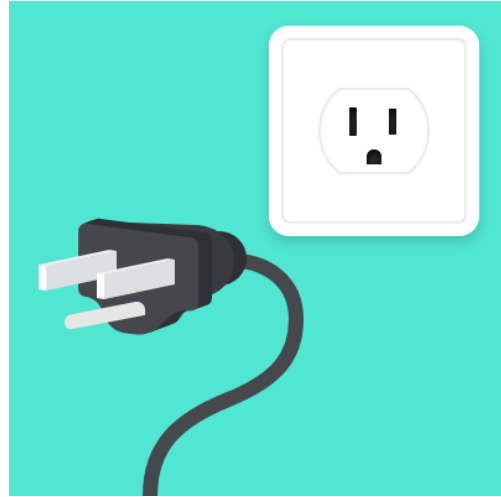
Further tourist information can be found at <https://philippines.travel/safetrip>.

### 8.7 Electric Plug and Socket

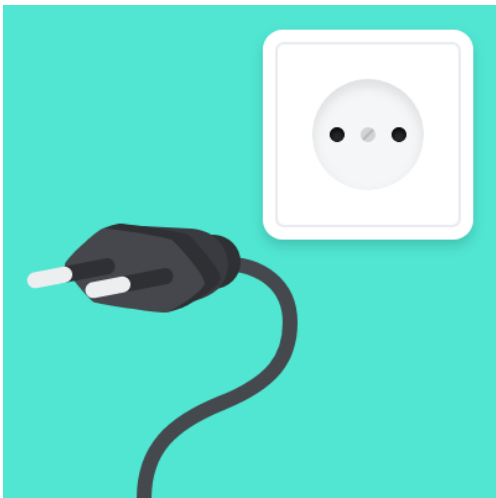
Electric voltage is 220V, 60 cycles, AC in the Philippines. We suggest you to bring a universal travel adapter plug to charge your laptop and mobile electronic devices.



Type A



Type B



Type C



Universal travel adapter plug

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