The 2015 APEC Business Ethics Forum will take place at the **Sofitel Philippine Plaza Manila** (CCP Complex Roxas Boulevard, Pasay City, 1300 Manila).

Badge collection is offered to all participants on **Tuesday, 18 August 2015 (15:00-18:00)** in the lobby of the Sofitel. Participants may also collect their badge at the sector workshop on **Wednesday, 19 August**. Those who only plan to attend the plenary session on Thursday, 20 August may collect their badge before the Opening Ceremony.

**HOTEL INFORMATION**

We strongly encourage participants to make their guest room reservations with the **Sofitel Philippine Plaza Manila**. Participants should make their reservations with the Sofitel using the special registration form included with this Logistics Note. We encourage you to complete and submit this form as soon as possible. **Rooms are made available on a first come, first serve basis and nightly rates are subject to change.**

There are a limited number of alternate hotels proximate to the venue. Below are several options. Should you plan to stay at one of these hotels, or any other in Manila, we recommend adding **one hour** to your commute to account for variable traffic conditions.

**Hotel Jen Manila (Formerly Traders Hotel)**
Website: https://www.hoteljen.com/en/manila/roxasboulevard/about
Address: 3001 Roxas Boulevard, Pasay City, Manila, 1305, Philippines
Distance: 5-10 minute drive (without traffic) / 15-20 minute walk
Price Range (Est.): $100-$250 (USD) / Night
Contact Number: +63-2-795-8888

**Hyatt City of Dreams Manila**
Website: http://cityofdreamsmanila.hyatt.com
Address: Asean Avenue corner Roxas Boulevard, Entertainment City, Paranaque, Manila, 1701, Philippines
Distance: 15-30 minute drive (without traffic)
Price Range (Est.): $150-$300 (USD) / Night
Contact Number: +63-2-691-1234

**Heritage Hotel Manila**
Website: http://www.millenniumhotels.com/heritagemanila/
Address: Roxas Boulevard, Corner Of Edsa, Pasay, Manila, 1300, Philippines
Distance: 10 minute drive (without traffic)
Price Range (Est.): $100-$300 (USD) / Night
Contact Number: +63-2-854-8888
AIRPORT TRANSFERS

Manila Ninoy Aquino International Airport (MNL) is located 10 kilometers from the venue. It is recommended that you organize a shuttle service through the Sofitel in advance or utilize taxi services upon your arrival at the airport. The taxi stop is clearly indicated at the airport. On average, a taxi will cost 450 Philippine Pesos (10 USD) from the airport to the Sofitel, but traffic conditions can vary and may impact the final taxi fare.

VISAS

Ordinary passport holders (Non-Diplomatic/Official) from the following APEC economies are not required to obtain visas prior to entry into Philippines for stays of less than 30 days: Australia, Brunei, Canada, Chile, Indonesia, Japan, Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, Russia, Singapore, Thailand, United States, and Vietnam.

Participants from China, Hong Kong, China, and Chinese Taipei are required to secure their visa prior to entry into the Philippines. Please submit your visa application through a local Philippines consular office. Please allow enough time for visa processing. If required, the Philippines Department of Trade and Industry may send an endorsement letter for your visa application. Please contact Kenneth Francis Fernandez at kennethfrancisfernandez@dti.gov.ph if you require this endorsement letter. Please provide your passport number as well as the issue/expiry dates.

SECURITY

All participants must wear their registration badge during the event. The badge should be worn at all times. Participants may collect their badge on Tuesday, 18 August (15:00-18:00) in the Sofitel lobby or at the sector workshop on Wednesday, 19 August or plenary session on Thursday, 20 August.

LANGUAGE

The event will be conducted in English as the official language of APEC.

DRESS ATTIRE

Requested attire for the workshops and plenary session is “business” dress.

WEATHER

Manila enjoys a tropical climate with high rainfall and warm temperatures in August. The average high temperature in August is about 30 C (86 F) while the average low temperature is about 24 C (75 F). Humidity is generally high throughout the month. Sunscreen, suntan lotion and sun glasses are helpful at this time in Manila. It is advised to bring an umbrella to provide shade from the sun or the rain.

EVENT CONTACT INFORMATION

All General Inquiries
Telephone: +1-202-624-2837
Email: apecethics@crowell.com

Endorsement Letter for Philippines Visa
Contact Name: Kenneth Francis Fernandez
Telephone: +63-2-897-7596
E-mail: kennethfrancisfernandez@dti.gov.ph
1. Personal details:

<table>
<thead>
<tr>
<th>First Name</th>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>Contact Number</td>
</tr>
<tr>
<td>Le Club card number/ Membership Type</td>
<td>Passport No./ Expiry Date (Please present upon check-in)</td>
</tr>
<tr>
<td>Date of birth (DD/MM/YY)</td>
<td>Country/Mailing Address/ Postal Code</td>
</tr>
</tbody>
</table>

If applicable, provide details of guest sharing in the room:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Date of birth (DD/MM/YY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name</td>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

2. Please specify the room type:

<table>
<thead>
<tr>
<th>Room Type</th>
<th>No. of Room(s)</th>
<th>Room Rate (Per Room Per Night)</th>
<th>Room Type</th>
<th>No. of Room(s)</th>
<th>Room Rate (Per Room Per Night)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior Room – Single</td>
<td></td>
<td>Php 7,983.65 nett</td>
<td>Luxury Room – Single</td>
<td></td>
<td>Php 8,843.40 nett</td>
</tr>
<tr>
<td>Superior Room – Double</td>
<td></td>
<td>Php 8,843.40 nett</td>
<td>Luxury Room - Double</td>
<td></td>
<td>Php 9,703.20 nett</td>
</tr>
</tbody>
</table>

NOTE: Room rate inclusive of Buffet Breakfast at the Spiral. Room rate inclusive of 10% service charge, 12% VAT and 0.825 local city tax mandated by the government. All rooms can accommodate a maximum of two (2) adults. Special room rates are valid until 3 August 2015 and rooms are subject to availability. Front Desk shall require upon check-in a deposit equivalent to total room charge and additional refundable deposit of Php 3,000.00 per day to cover incidental charges. The Hotel’s check in time is 2:00pm and check out time is 12:00 noon. Additional charges may apply to early check-in and late check-out and are subject to availability. Check-out from 6:00pm will incur a full night charge at the room rate quoted.

3. Flight Details:

<table>
<thead>
<tr>
<th>Arrival details</th>
<th>Flight Number/ Terminal #</th>
<th>Date/Time</th>
<th>Departure details</th>
<th>Flight Number/ Terminal #</th>
<th>Date/Time</th>
</tr>
</thead>
</table>

4. We can arrange your airport pick up - Net price

<table>
<thead>
<tr>
<th>Airport Transfer</th>
<th>Airport Drop-Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB S-Class (white) PHP3,900</td>
<td>MB S-Class (white) PHP3,900</td>
</tr>
<tr>
<td>MB E-Class (black) PHP3,200</td>
<td>MB E-Class (black) PHP3,200</td>
</tr>
<tr>
<td>Toyota Grandia PHP 2,600</td>
<td>Toyota Grandia PHP 2,600</td>
</tr>
<tr>
<td>Toyota Altis PHP 1,500</td>
<td>Toyota Altis PHP 1,500</td>
</tr>
</tbody>
</table>

5. Guarantee Details to be used to secure the reservation:

<table>
<thead>
<tr>
<th>Credit Card Type &amp; Expiration Date</th>
<th>Credit Card No. (16Digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder’s Name</td>
<td>Cardholder’s Signature</td>
</tr>
</tbody>
</table>

Cancellation should be received on or before 3 August. Full stay room rate or 100% of the total room to pay shall be charged in the event of cancellations received after date of 3 August and in case of non-arrival on the confirmed arrival date.