

**35TH EXECUTIVE BOARD MEETING AND 22ND GENERAL ASSEMBLY
26 – 30 NOVEMBER 2023
MANILA, PHILIPPINES**

ADMINISTRATIVE ARRANGEMENT

1. Purpose

This document provides information on the administrative arrangement for the VECONAC 35th Executive Board Meeting and 22nd General Assembly which will be held on 26th to 30th of November 2023 in Manila, Philippines.

2. Venue

The meeting will be at Sofitel Philippine Plaza Hotel.



Address: CCP Complex, Roxas Blvd., Pasay City 1300 Philippines
Phone: +63 2 8573 5427

3. Hospitality

The host will bear one accommodation for Head of Delegate and two accommodations for 4 delegates (Single or Twin bed room) from 26th (Check In) to 30th (Check Out) November 2023 at Sofitel Philippine Plaza Manila. The host country will cover expenses for 15 delegates and observers related to food, local transportation, and other facilities concerning the meeting activities as outlined in the Program. It is important to note that other costs, such as accommodations for additional companions, air tickets, hotel mini-bars, hotel incidentals, room services, phone calls, and other activities besides our program, shall be for the account of the participants.

4. Attire

1. Opening and Closing Ceremony; and 35th EBM
 - 1.1 Head of delegate and delegates
 - Army in service: Army Green Uniform with ribbons
 - Ex – Serviceman: Business Attire with medal
 - 1.2 Observers: Business Attire
 - 1.3 Spouses: Formal Attire
2. City tour: Casual
3. Welcome Dinner: Smart Casual
4. Farewell Dinner: Traditional Cloth or Smart Casual

5. Registration

The delegates are requested to kindly fill-up the registration form and send on or before 20 **October 2023**.

6. Medium of Language

The medium of language that shall be used all throughout the meetings and programs of the 35th EBM and 22nd GA is English. Member countries are encouraged to have their respective interpreter, if there is a need for one.

6. E-Travel requirement of the Philippine Government for arriving and departing passengers

The eTravel System is a digital single data collection platform for passengers arriving in and departing from the Philippines.

The official website of the eTravel System is: <https://etravel.gov.ph>

The following shall be required to register/update in the eTravel System, except foreign diplomats, and their dependents, foreign dignitaries, and members of their delegation, 9(e) visa holders, and holders of diplomatic and official/service passport:

- Arriving Filipino and foreign crew members;
- Arriving Filipino and foreign passengers; and
- Departing Filipino passengers.

The eTravel registration/update is absolutely free of charge, hence, it does not collect or require any form of online payment.

7. Currency

Most internationally currencies can be exchanged at International Airport and commercial banks. Credit cards are also accepted in most local hotels, restaurants and shops. The exchange rate of US\$ 1 is approximately equivalent to 56.84 Philippine Peso.

8. Electricity

Electricity plugs in the Philippines may be different from some other countries. The electricity current is 220 V. The plug type often used in Manila is shown below.



9. Weather Condition

As a tropical country, the temperature in the Philippines is relatively uniform throughout the year, although there's some variation by latitude and altitude. In November, expect temperatures of between 77°F and 91°F (25°C and 32°C) in most places.

10. Local Time

Local time in Manila is GMT+8.

11. Point of Contact

Should there be any queries, please contact VECONAC 2023 Philippine Secretariat. Point of Contact is as follows:

- 11.1 Col (Ret) Maria Carolina C Dreo Tel: (+63) 9175989389
 - 11.2 MGen (Ret) Ruben L Carandang Tel: (+63) 9171704183
(Operations Center)
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