

INFORMATION NOTE

The Global DTC Workshop is organized by the ITU and Cisco in collaboration with the Department of Information and Communication Technology (DICT) of the Philippines. The workshop is organized to discuss the implementation of the initiative and explore new ideas to support the work of the Digital Transformation Centres (DTCs). It will also follow up on actions agreed to progress the achievements of the DTCl objectives. The event will bring together representatives from the DTCs and ITU partners and will serve as a platform to share experiences and best practices from across the DTCs.

1. DATE AND VENUE

The Global DTC Workshop will be held from 9 to 11 May 2023 at:

Bai Hotel

Address: City South Special Economic Zone, Mandaue City, Cebu

Phone: +63-998-842888

Email: info@baihotel.com.ph

Website: <https://www.baihotels.com>

2. AIRPORT INFORMATION

2.1. The Mactan Cebu International Airport Authority (MCIAA) (IATA: CEB)

The MCIAA is the main international airport serving Metro Cebu and its neighboring cities. There are two (2) terminals at the airport:

- Terminal 1 serves as the airport's domestic terminal
- Terminal 2 serves as the airport's international terminal

2.2. The Ninoy Aquino International Airport (NAIA) (IATA: MNL)

The NAIA is the main international airport that serves Metro Manila and its neighboring cities. There are four (4) terminals at the airport:

- Terminal 1 serves international flights, non-Philippine Airlines flights
- Terminal 2 serves international and most domestic flights of Philippine Airlines
- Terminal 3 serves international and domestic flights
- Terminal 4 serves domestic flights

In making the booking arrangements for Cebu Island, delegates are advised to book flights arriving directly at MCIAA or through a connecting flight from Manila (NAIA) to Cebu Island (MCIAA).

Delegates are advised to look for Global DTC Workshop posters/banners in the arrival area.

3. COORDINATORS

<u>Host Coordinator</u>	<u>ITU Coordinator</u>
Ma. Francis Asia F. Palma Gil Project Development Officer, Tech4ED DTC Telephone: +639 17 713 6021 E-mail: asia.palmagil@dict.gov.ph	Halima Letamo Senior Capacity and Digital Skills Development Officer Telephone: +41 22 730 5637 E-mail: dtc@itu.int

4. REGISTRATION

Pre-registration should be made online through this link:

<https://www.itu.int/net4/CRM/xreg/web/Login.aspx?src=Registration&Event=C-00012337>

Collection of badges and onsite registration will start from 8:30 PHST on Tuesday 9 May 2023.

5. MEETING DOCUMENTATION

The meeting will be convened in a paperless environment. No printed documents will be provided during the meeting. If there is a need for delegates to print or scan certain documents, one (1) printer with a scanner function is available in the Secretariat Room.

All information, announcements, meeting details, documents that will be used during the meeting, etc., can be accessed through the [official website](#) of the event.

6. ENTRY REQUIREMENTS

VISA Requirements

ASEAN Member Countries

ASEAN Member Countries are not required to have a Philippine visa for a stay not exceeding thirty (30) days, provided that they hold a valid return ticket to their country of origin, or an outward-bound ticket to their next country of destination, and a passport valid for at least six (6) months beyond the stay in the Philippines¹.

Please see the [list of countries](#) that can travel to the Philippines without a visa.

Other Countries

Workshop participants from countries not mentioned in the above list must apply for a visa. They may apply for a temporary visitor's visa, through a Philippine Embassy or Consulate that has jurisdiction over their place of residence.

The following are the basic requirements for the application of temporary visitor's visa to the Philippines:

- Passport/Travel Document Valid for at least six (6) months beyond the intended period of stay in the Philippines;
- Duly completed Visa application forms;
- (2) Passport-size photos; (4.5 cm x 3.5 cm or 1.8 inches x 1.4 inches colored, with white background should be taken within three (3) months prior to the application)
- Proof of bona fide status as tourist or businessman;

¹ <https://dfa.gov.ph/list-of-countries-for-21-day-visa>

- Confirmed tickets for return or onward journey to the next port of destination.

Visa Fees

For more information about the Visa Guidelines/ Requirements, foreign nationals may visit the link provided: <https://dfa.gov.ph/guidelines-requirements>

E-Travel Requirements (<https://etravel.gov.ph/>)

The portal serves as an online Health Declaration and Contact Tracing platform for convenient and seamless movement of international travelers from departure from the country of origin to arrival at the local government unit of destination. This serves as the database of all those entering the country for contact tracing. All Foreign/Filipino Travelers (including infants and children) should register individually on the website before their flight to the Philippines.

Guidelines on the ENTRY, QUARANTINE, and TESTING Requirements² of ALL inbound travelers to the Philippines.

- **Fully vaccinated individuals**
 - Must have received the 2nd dose in a 2-dose series or a single dose COVID- 19 vaccine more than fourteen (14) days prior to the date and time of departure from the country of origin/port of embarkation.
 - No pre-departure COVID-19 Test requirement.
- **Unvaccinated and partially vaccinated individuals**
 - Travelers 15 years and older shall present a remotely supervised/laboratory-based Rapid Antigen Test administered and certified by a healthcare professional in a healthcare facility, laboratory, clinic, or other similar establishment taken 24 hours prior to the date and time of departure from country of origin/first port of embarkation in a continuous travel to the Philippines, excluding lay-overs; provided that they have not left the airport premises or have not been admitted into another country during such lay-over.
 - Travelers 15 years and older who fail to present a negative pre-departure testing shall be required to undergo a laboratory-based Antigen Test UPON ARRIVAL at the airport.
 - ACCOMPANIED minors below 15 years of age who are NOT VACCINATED for any reason whatsoever shall follow the quarantine protocols of their parent/s or an accompanying adult/guardian traveling with them.

7. ACCOMMODATION

All meetings and activities relative to the Global DTC Workshop will be conducted at Bai Hotel Cebu.

For delegates who wish to billet at **Bai Hotel Cebu**, you may book your accommodations through:

Hotel Manager

Name of Contact: Ms. Jeziel Vidal

Designation: Sales Account Manager

Email Address: jvidal@baihotel.com.ph

Mobile Number: +639688948442

Room Reservations

Reservations Email Address:

Name of Contact: Ms. Jeziel Vidal

Designation: Sales Account Manager

² <https://etravel.gov.ph/entry-guidelines>

Email Address: jvidal@baihotel.com.ph
 Mobile Number: +639688948442
 Recommended Hotel – Bai Hotel

For Bai Hotel Cebu bookings, the host country has arranged for preferential rates for ITU participants. Stay in the hotel includes breakfast.

ROOM BLOCKINGS				
Date	Room Category	Minimum No. of Rooms	No. of Nights	Room Rate
May 8-12, 2023	Deluxe Room (Single/Double Occupancy)	30	4	Php3,500
	Deluxe Room (Triple Occupancy)	30	4	Php5,000
	Premier Room (Single/Double Occupancy)	30	4	Php4,500
	Premier Room (Triple Occupancy)	30	4	Php6,000
	One Bedroom Suite (Single/Double Occupancy)	30	4	Php6,500
	Deluxe Room (Single/Double Occupancy)	30	4	Php3,330
	Deluxe Room (Triple Occupancy)	50	4	Php4,830
	Premier Room (Single/Double Occupancy)	50	4	Php4,330
	Premier Room (Triple Occupancy)	50	4	Php5,830

Room Inclusions:

- Complimentary Buffet Breakfast
- Complimentary bottled water replenished daily
- Complimentary Internet Access for Guestrooms and Public Areas
- Complimentary use of Pool and Fitness Center

The above NETT rates are inclusive of 10% service charge, 12% VAT & .75% local tax.

- Rates are quoted in Philippine Peso, per room per night.
- Please note that government taxes are subject to change without prior notice
- Hotel reserves the right to amend the rates should the quantity decrease
- Rates are applicable for the above-mentioned group/dates
- Above rates are non-commissionable

The Property is a smoke-free hotel.

8. LIST OF OTHER HOTELS NEAR THE WORKSHOP VENUE

Hotel: Bayfront Hotel

Location: Kaohsiung St, Cebu City, 6000 Cebu, Philippines

Distance from Bai Hotel: 7 minutes (3.2km)

Email Address: reservations_nr@bayfronthotelcebu.com

Contact Number/s: <https://bayfronthotelcebu.com/>

Hotel: Big Hotel

Location: A. Seno St., Mandaue City, Philippines

Distance from Bai Hotel: 2 minutes (850.0m)

Email Address: reservations@bighotel.ph

Contact Number: +639258581316 / +6392788889800

Website <http://suites.bighotel.ph/>

Other accredited hotels in Cebu City as of 20 January 2023 may be viewed through this link: <https://www.mactancebuairport.com/pdf/List-of-Transiting-Hotels.pdf>. Please note that the host country will also provide transportation to and from the meeting venue for participants lodging/staying at other hotels.

9. FOOD AND OTHER FACILITIES

The event venue offers Halal cuisine, vegetarian meals, and lard-free food. AM and PM snacks, Lunch, and Dinner will be served for the duration of the event.

Should you need assistance on this matter, please inform the Secretariat.

A prayer Room is available within the hotel premises.

10. DETAILS OF ARRIVAL AND TRANSPORT

Transportation for Delegates shall be provided from MCIAA Terminals 1 or 2 to their respective hotels.

Delegates from international flights connecting to their respective onward domestic flights, usually through NAIA Terminal 3, shall be facilitated through airport shuttle services or rented private vehicles.

DICT shall provide transport for delegates from MCIAA (Cebu Airport) to Hotels in Cebu and vice versa.

Shuttle services to the meeting venue will be provided for delegates that are staying in other hotels.

CURRENCY

The Philippine peso (PHP) is the official currency of the Philippines.

1 PHP = 0.0182504 USD (as of 3 March 2023)

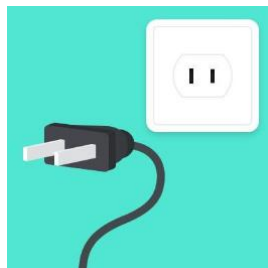
11. TELECOMMUNICATIONS AND ELECTRICAL APPLIANCES

Telecommunications

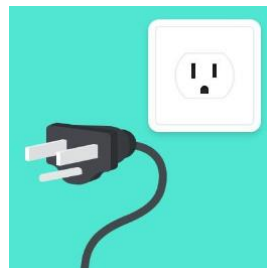
- The country code of the Philippines is +63.
- Mobile SIM cards are available for purchase at the airport or any mobile shop. Those who wish to purchase a sim card must comply with the SIM Card registration requirements of the preferred Telco. Subscribers will be asked to register through a link/app upon activation of the sim card. The following details should be provided:
 - Full Name
 - Date of Birth
 - Sex
 - Address
 - Photo of Government Issued ID
 - Other details
- For more information about the sim card registration process and requirements please visit the following sites:
 - GLOBE - [SIM Card Registration FAQs](#)
 - SMART - [SIM Card registration FAQs](#)
 - DITO - [SIM Card Registration FAQs](#)

Electricity Supply

- The electric supply in the Philippines is 220-240 volts, 60 hertz.
- There are two major associated plug types in the Philippines. Please refer to the images below.



TYPE A PLUG



TYPE B PLUG

12. LANGUAGES

The conference will be in English only.

13. MEDICAL AND HEALTH

- The wearing of face masks in indoor and outdoor settings is voluntary. However, wearing of face masks is still mandatory in healthcare facilities, medical transport vehicles, and public transportation.
- To ensure health safety among delegates and members of the host country, wearing of face masks during the sessions and when indoors is highly encouraged.
- Health protocols in the country are subject to change based on the Philippines' Department of Health protocols. Changes will be communicated as necessary.

- The Bai hotel can provide first aid assistance as needed.
- In case of emergency, the secretariat is ready to provide assistance.

14. WEATHER

- Average Temperature: The maximum temperature is 88°F and the minimum temperature is 85°F (for an average temperature of 86°F).
- Time Zone: The Philippine Standard Time is 8 hours ahead of GMT.

15. LIST OF FOREIGN DIPLOMATIC MISSIONS IN THE PHILIPPINES

Below is the list of Diplomatic Missions in the Philippines and their corresponding contact details.

Indonesia

Office Address: 185 Salcedo, Legazpi Village, Makati, 1229 Metro Manila

Telephone Number: +63 2 8892 5061 – 68

Email Address: unitkom.manila@kemlu.go.id

Website: <https://www.kemlu.go.id/manila/en>

Ambassador: His Excellency Agus Widjojo