

ADMINISTRATIVE CIRCULAR



**7th Asia-Europe Meeting (ASEM)
Interfaith Dialogue on
“Harnessing the benefits and addressing
the challenges of migration through
interfaith and intercultural dialogue”
(ASEM-IFD7)**

13-14 October 2011, Manila, Philippines

1. General Information about the ASEM-IFD7

The ASEM Interfaith Dialogue is an annual event participated in by government representatives and civil society organizations from 46 ASEM member countries, the ASEAN Secretariat and the European Commission. It started in 2005 with Indonesia as host. The 6th ASEM IFD was held in Toledo/Madrid, Spain on 7-9 April 2010.

Under the theme “Harnessing the benefits and addressing the challenges of migration through interfaith and intercultural dialogue”, the ASEM-IFD7 will have the following working group topics:

- WG I: “Fostering social harmony and mutual understanding between migrant communities and host community through interfaith and intercultural dialogue”
- WG II. “Promoting dialogue among migrant communities of different faiths”
- WG III. “The role of new media in forging mutual trust and confidence in multi-ethnic and multi-religious societies”

The participants are expected to include faith/religious leaders, government representatives, academics, and civil society actors who are experts in interfaith, intercultural dialogue and/or migration issues, as well as new media practitioners who have a keen interest in the topics to be discussed.

In addition to the usual program of ASEM-IFDs, the ASEM-IFD7 will have a pre-event, which will be hosted and organized by the Religions for Peace Philippines, on 12 October 2011. The pre-event entitled “**The Interfaith Youth Roundtable on Migration**” will convene young religious leaders from Asia and Europe to partake in an interreligious dialogue on migration. During the roundtable, religious youth will offer their unique perspectives on harnessing the benefits and addressing the challenges of migration through interfaith cooperation. Additionally, participants will meet with senior religious leaders to share their perspectives and engage in thoughtful dialogue on the various issues pertaining to migration. After their robust dialogue sessions, youth participants will adopt and present an interfaith youth statement on migration during the main forum.

ASEM partners are welcome to send a delegation to the pre-event.

2. Date and Venue of the Meeting

The 7th Asia-Europe Meeting (ASEM) Interfaith Dialogue on “Harnessing the benefits and addressing the challenges of migration through interfaith and intercultural dialogue” (ASEM-IFD7) will be held on **13-14 October 2011**, in **Sofitel Philippine Plaza Manila**.

SOFITEL Philippine Plaza Manila
CCP Complex
Roxs Boulevard

Pasay City, Philippines
Tel. No: (632) 551 5555
Fax No: (632) 551 5610 or 832 6996 (reservations)

Contact Persons:

Ms. Lala P. Quilantang
Senior Sales Account Manager
Tel. No: (632) 832 6922
Fax No: (632) 832 6923
Email: smconvention@sofitelmanila.com

Ms. Ayleen J. Apolinario
Assistant Reservation Manager
Tel. No: (632) 551 5555
Fax No: (632) 551 5610
Email: aresm@sofitelmanila.com

For more information on the hotel, you can log on to their website at www.sofitel.com.

3. Working Language

The working language of the meeting is English.

4. Registration of the Delegates

Due to limited available space at the venue, we would like to request each delegation to be limited to a maximum of 4 participants.

ASEM partner countries are requested to send a delegation with youth and balanced gender representation.

Each delegation is encouraged to ensure representation in each working group.

All delegates are required to accomplish the attached Registration Form and send it to ASEM-Philippines National Secretariat at fax number (632) 831-4422 or email at oea-6@dfa.gov.ph or philippines_asem@yahoo.com.

For any queries regarding registration, please kindly contact:

Ms. Maria Odessa P. Cruz
Assistant
Asia Europe Meeting (ASEM) Division
Office of European Affairs
Department of Foreign affairs
2330 Roxas Blvd., Pasay City, Philippines
Tel. No: (632) 834-4966
Fax No: (632) 831-4422
Email: oea-6@dfa.gov.ph or philippines_asem@yahoo.com
(A confirmation receipt will be sent through email)

For inquiries concerning the Interfaith Youth Roundtable on Migration: A Pre-event of the 7th ASEM Interfaith Dialogue, ASEM partners may contact:

Mr. Pablito Baybado Jr.
Religions for Peace
2/F Thomas Aquinas Research Complex
University of Santo Tomas
Manila, Philippines

Email: baybado@religionsforpeaceph.org
pabaybado@yahoo.com

Mobile: (+63) 917-2070857

5. Meeting Secretariat

All delegates will be provided with Conference Kits, Meeting documents, IDs and other materials upon registration.

Delegates who wish to circulate documents should provide the Secretariat with the master copy of the document.

During the preparation phase, the contact details of the person in charge are:

Ms. Luningning G. Camoying

ASEM Contact Point
Asia-Europe Meeting (ASEM) Division
Office of European Affairs
Department of Foreign Affairs
2330 Roxas Blvd., Pasay City, Philippines
Tel. No: (632) 834-3153
Fax No: (632) 831-4422
E-mail: oea-6@dfa.gov.ph or philippines_asem@yahoo.com

Ms. Maria Odessa P. Cruz

Assistant
Asia Europe Meeting (ASEM) Division
Office of European Affairs
Department of Foreign affairs
2330 Roxas Blvd., Pasay City, Philippines
Tel. No: (632) 834-4966
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Email: oea-6@dfa.gov.ph or philippines_asem@yahoo.com

6. Entry Formalities

A passport with at least six months validity is required for entry into the Philippines. Delegates may inquire from the Philippine Embassy accredited in their respective countries of origin whether a visa is required to enter the Philippines.

8. Accommodation for the Delegates

Delegates may wish to consider staying at SOFITEL Philippine Plaza Manila, the Hotel meeting venue, for convenience or may arrange their own reservations at the hotel of their choice.

Special rates at SOFITEL Philippine Plaza Manila have been arranged for the Delegates, as follows:

Room Category	Room Rates Single/Double Occupancy with Breakfast
Superior Room	Php 6,500 net or US\$ 152 net
Luxury Room	Php 7,500 net or US\$ 175 net
Luxury Club Millesime	Php 11,135 net or US\$ 260 net

Delegates (excluding speakers, discussants, moderators, and rapporteurs), are advised to make their room reservations directly, by accomplishing the attached form and sending it to SOFITEL Philippine Plaza Manila at fax number: (632) 832 6923 and/or email at smconvention@sofitelmanila.com or aresm@sofitelmanila.com on or before **05 September 2011**.

Room and incidental charges will be settled on the guest's personal account.

The month of October is peak season in the Philippines and most establishments will be fully booked. Please make sure that room reservations are made on or before the deadline. Otherwise, rooms will be subject to availability.

The delegate's credit card information will be required upon reservation and an imprint during check-in to guarantee the booking of the room and incidental charges that the guests may incur during his/her stay. Delegates with hotel reservations will be responsible for costs charged for no-shows on reserved dates.

Check-in and Check-out Procedure

Check-in time is at 2:00 pm and check-out time is at 12:00 noon.

Delegates may however request for a late check-out after 12:00 noon, for a minimal fee per hour (PhP 1,000) to indulge in more leisure activities.

9. Meals

The Government of the Philippines will provide coffee break snacks and buffet lunch for the duration of the meeting. Furthermore, all delegates are invited to a Welcome Dinner on 12 October 2011 at Sofitel Philippine Plaza Hotel.

Dietary preferences / restrictions must be stated in the delegates' registration forms.

10. Transportation (Airport-Hotel)

Delegates are requested to arrange their own transportation from the airport to the hotel. Airport taxis charge approximately PhP300.

12. Currency Exchange Rate and Regulations

The Philippine currency is **Philippine Peso (PhP)**. The currency exchange rate is **1.00 US Dollar = 42.80 Philippine Pesos or 1.00 Euro = 59.46 Philippine Pesos** as of 13 July 2011.

13. Insurance

The Philippine Government can take no responsibility for medical or travel insurance for participants. It is strongly recommended that each participant make his/her own arrangements for the necessary insurance coverage.

14. Medical Clinic

National emergency telephone: 117 (in Manila)

The nearest hospital is the San Juan De Dios, which is located at:

Hospital Name: **San Juan De Dios Educational Foundation, Inc. Hospital**

Address: 2772 Roxas Blvd., Pasay City

Tel. No: (632) 831-9731 to 36 or 831-5641

Fax No: (632) 831-3599

Email: sjdefih@sanjuandedios.org

15. Telecommunications

Local dial telephone, facsimile and internet services are available at the hotel. International telephone and facsimile access are available for a fee, which shall be borne by the Delegate.

Wifi Internet Access at the SOFITEL Philippine Plaza Manila Meeting venue (Mindanao Ballroom) will be provided for the duration of the Meeting (13-14 October 2011).

Pre-paid mobile SIM cards be made easily obtained at authorized retailers.

16. Security

All necessary measures will be taken to ensure the security of participants. Possession of firearms and deadly weapons are strictly prohibited.

17. Liability

The organizers shall not be held liable for personal accidents or losses, or damage to personal property of the registered participants in the meeting. Participants should make their own arrangements with respect to personal insurance.

18. Climate and Dress Code

Generally, October is a dry season in the Philippines. Average temperature in Manila is around 28 degree Celsius. We kindly advise delegates to check local weather conditions on the internet, if necessary.

The Dress Code for the Conference is **Business Attire**.

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Manila, Philippines • 13-14 October 2011

Registration Form

1. Full Name : _____

Please check:

Head of Delegation []

Member of Delegation []

Speaker []

Moderator []

2. Designation : _____

3. Organization : _____

4. Country : _____

5. Address : _____

Tel : _____

Fax : _____

E-mail : _____

6. Flight Schedule:

	Date	Time	Flight Number
ARRIVAL			
DEPARTURE			

7. Room Requirements: _____

8. Dietary Requirements: _____

9. Preferred Working Group Session

Please check your preferred Working Group session	
	WG I: "Fostering social harmony and mutual understanding between migrant communities and host community through interfaith and intercultural dialogue"
	WG II. "Promoting dialogue among migrant communities of different faiths"
	WG III. "The role of new media in forging mutual trust and confidence in multi-ethnic and multi-religious societies"

Please complete this registration form using **BLOCK CAPITALS** and send to

Ms. Maria Odessa P. Cruz
Assistant
Asia Europe Meeting (ASEM) Division
Office of European Affairs
Department of Foreign affairs
2330 Roxas Blvd., Pasay City, Philippines
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Hotel Reservation Form

I. Delegate’s Information

Name : _____

Designation : _____

Organization : _____

Country : _____

Office Address : _____

Telephone : _____ Fax: _____

E-mail : _____

II. Flight Details

	Date	Time	Flight Number
ARRIVAL			
DEPARTURE			

III. Dietary Requirement

IV. Room Requirement

Room Type : _____

CANCELLATION POLICY

In the event of cancellation after **05 September 2011** or no show on the dates reserved, delegates will be charged with the amount equivalent to the total number of room nights reserved.

CREDIT CARD GUARANTEE:

Name of Cardholder : _____

Credit Card Type : _____

Credit Card Number : _____

Expiry Date : _____

Signature of Person Booking (over printed name)

Date: _____

Kindly fax this form to the following on or before 05 September 2011:

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Senior Sales Account Manager

Tel. No: (632) 832 6922

Fax No: (632) 832 6923

Email: smconvention@sofitelmanila.com

Ms. Ayleen J. Apolinario

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Tel. No: (632) 551 5555

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MAP OF THE VENUE: (Map courtesy of Sofitel Philippine Plaza Hotel)

