

Fifth Session of the Technical Committee of UNAPCAEM

14-16 October 2009

Los Baños, the Philippines

General Information for Participants

1. Venue and Date

The 5th TC of UNAPCAEM will be held at Splash Mountain/Oasis Resort and Hotel, in Los Baños, Philippines, on 14-16 October 2009.

2. Accommodation and Food

Splash Mountain/Oasis Resort and Hotel

Km. 58 National Highway, Brgy. Lalakay, Los Baños, Laguna, 4030 Philippines

Tel. +63-49-536-6398 to 99 ; +63-49-536-6397; +63-49-536-6400

Telefax +63-2-520-8365 to 66

website : <http://www.splashmountain.com>

Email : splashmountain@mozcom.com

Delegates will be booked individually into a deluxe air-conditioned room equipped with private toilet & bath with towels and soap.

Food: American style breakfast and Philippine dishes will be served during the duration of the convention. However, other foreign delegates who prefer to have their food in Halal preparation including those who take vegetarian food should advise the secretariat in advance on their dietary restrictions.

Cost of accommodation and foods will be borne by UNAPCAEM. **Please note that expenses of mini-bar use, pay TV programmes, telephone, laundry and internet use should be covered by the participants themselves.**

3. Registration and Badge

All delegates to the 5th TC of UNAPCAEM are requested to register at the Registration Desk in the hotel lobby. Name badge will be issued.

4 Working Language and Documentation

The session will be conducted in English and all documents to be issued will also be in English.

5. Medical Service and First Aid

Hospitals are located within 15 minutes drive from the hotel. Please note that the medical insurance is **NOT** provided to the participants/delegates neither by ESCAP, UNAPCAEM nor by the Host Government, and all costs shall be borne by the individuals.

6. Transportation

The venue is Splash Mountain/Oasis Resort Hotel, Los Baños, Laguna, the Philippines. The Host Government will pick up all participants from the Manila International Airport. All participants are required to provide flight schedules by 5 October 2009 to Ms. Marina Ma at majy@unapcaem.org or to Mr. Alvin C. Geronimo at albingeronimo@yahoo.com.

7. Electricity

The voltage in the Philippines is 220 volts, 60 cycle A. C. Delegates with other voltage requirement for their appliances should bring universal adapter and converter kit.

8. Foreign Exchange and Banking

Philippine currency is Peso (Php), and internationally recognized currencies and travellers cheques maybe exchanged at airport, banks, etc. The organizer will provide necessary help to delegates for matters related to foreign currency exchange. The exchange rate is approximately 1 USD = 48 Peso.

9. Country Paper and Presentations

It is requested that participants should send their country paper by e-mail to **both e-mail addresses** mentioned below by **20 September, 2009**. Those unable to send their papers by above-mentioned deadline are advised to bring 50 hard copies with them. Presentation in PPT is preferred. This would help the organizers get the presentations loaded and tested on computers. A multi-media projection system with computer would be available in the convention center. In case you make presentation through your laptop/ notebook computer, kindly inform in advance for the knowledge of organizers. Those requiring other presentation facilities like OHP, slide projector, video player, etc, should notify in advance so that necessary arrangements would be made.

10. Contact Information

Ms. Marina Ma

Programme Assistant

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