

**ASIA-PACIFIC FORESTRY WEEK 2016**  
**22- 26 February 2016**

**FREQUENTLY ASKED QUESTIONS**

**VENUE**

**1. What are the venues for the APFC session and the Asia-Pacific Forestry Week (APFW) Stream Events?**

**ANSWER:** The 26<sup>th</sup> session of the Asia-Pacific Forestry Commission (APFC) will be held at the Convention Center of Fontana Leisure Parks, Clark Freeport, Pampanga. Venues for the APFW streams events are the following:

Stream 1 <b>Pathways to prosperity - Future trade and markets</b>	<i>Widus Hotel</i>
Stream 2 <b>Tackling climate change - challenges and opportunities</b>	<i>Widus Hotel</i>
Stream 3 <b>Serving society - forestry and people</b>	<i>Fontana Convention Center</i>
Stream 4 <b>New institutions, new governance</b>	<i>Holiday Inn</i>
Stream 5 <b>Our green future, green investment and growing our natural assets</b>	<i>Holiday Inn</i>

**2. Is Wi-Fi available in all venue sites?**

**ANSWER:** Yes, Wi-Fi is available in all three (3) Stream venues (Fontana, Holiday Inn and Widus Hotels).

**3. What are the locations of the different Streams?**

**ANSWER:** Please see attached vicinity map of Clark Freeport Zone for location of the Streams.

**REGISTRATION**

**1. How do I register online for APFW?**

**ANSWER:** Participants are asked to fill-out the online ***Pre-registration***, to facilitate your attendance to APFW2016, please follow these procedures:

- a) Visit the APFW2016 Website at <http://apfw2016.denr.gov.ph/>;

- b) To register, you need to Sign up by providing your first name, family name, valid e-mail address, enrolled password, country, security question and answer of your security question;
- c) After you have successfully created your account, you can now Log-in using your e-mail and password (note that there may be a delay of a few minutes and possibly up to 30 minutes to get your password); and
- d) After successful login, you can now fill-out and/or update the registration form.

NOTE: Aside from basic information, confirmed registrants must complete the following:

- 1) 2x2 inches photo for your ID;
- 2) Travel details – to facilitate your transfers from the airport to the event venue;
- 3) Accommodation details – to facilitate your transport from the hotel to the event venue and vice versa;
- 4) All other applicable information relevant to APFW2016 event.

## **2. Am I allowed to register other participants using my personal email address?**

**ANSWER:** We encourage the use of your own e-mail address for the security of your personal information and to be able to account the participants on the veracity of the information provided and to receive updates pertaining to the different APFW2016 activities and events. The registration requires one email address per participant.

## **3. In case I forgot my password, what should I do?**

**ANSWER:** DON'T PANIC! There is a "**Forgot Password**" link in the Log-in box at the APFW2016 Home Page.

- a. Click it and key in your email, security question and answer to your security question and the system will send a temporary password to your email; or
- b. You may notify the APFW2016 Registration Team by sending an email at [apfw2016@denr.gov.ph](mailto:apfw2016@denr.gov.ph) and/or [apfw2016@gmail.com](mailto:apfw2016@gmail.com).

All security measures are being undertaken to ensure the confidentiality of all the information you provided in the online registration. If you have any other inquiries about APFW2016 registration, please send it to: [apfw2016@denr.gov.ph](mailto:apfw2016@denr.gov.ph) and/or [apfw2016@gmail.com](mailto:apfw2016@gmail.com)

**4. As part of registration process, where can we collect our IDs and corresponding conference kit?**

**ANSWER:** To avoid long queues during the opening, delegates of the APFC Meeting and participants to the APFW2016, are requested to **REGISTER** upon arrival to Clark Freeport Zone. On site **Registration** will take place at the Fontana Convention Center starting Sunday, 21 February 2016 at 1300 hour and on Monday, 22 February 2016 starting at 0730 hour. On-site Registration will be closed at 2000 hour. Conference kits and materials including individual name tag will be issued during the on-site registration.

**TRANSPORTATION**

**1. Will the host country provide transportation services from airports to Clark Freeport Zone?**

**ANSWER:** Yes, the host country will provide vehicles for free to ferry participants from the airport (Manila and Clark) to Clark Freeport Zone on a schedule basis starting on February 20, 2016. The proposed schedule is as follows:

<b>Terminal</b>	<b>DEPARTURE TIME</b>								
<b>NAIA 1</b>	0000	0300	0600	0900	1200	1500	1800	2100	2400
<b>NAIA 2</b>	0100	0400	0700	1000	1300	1600	1900	2200	
<b>NAIA 3</b>	0200	0500	0800	1100	1400	1700	2000	2300	
<b>CLARK*</b>	0000	0300	0600	0900	1200	1500	1800	2100	2400

\* Will start on February 19, 2016

We will be setting up an information desk at the airport where our Protocol Officers (PO) will meet the arriving participants. The PO will lead the participants to the vehicle waiting just outside the arrival area. We will also have a protocol officer who will accompany the participants to Clark.

If the waiting time for the schedule of the next trip is long, the participants have the option to wait in a designated place inside the airport where he or she will be accompanied by the assigned PO. But they can also wait inside the vehicle. Expected travel time from Manila airport to the venue is 3-4 hours.

To facilitate the schedule of trip to Clark, flight details of participants are kindly requested to be communicated to the host country in advance or posted in the online registration.

**2. Can I take a taxi from the Manila Airport to Clark?**

**ANSWER:** Yes, but it is not advisable due to cost it may incur. In anticipation of a heavy traffic flow, taxi fare may cost 4,000 – 5,000 PHP per person per trip.

**3. Will there be a shuttle service from stream venues to hotel?**

**ANSWER:** Yes, the host country will provide regular shuttle service from the different venues to various hotels within the Clark Freeport Zone.

**4. Is there a taxi service available within the Clark Freeport Zone?**

**ANSWER:** Unfortunately, taxi service as well as public transportation service is not available within the area.

**ACCOMMODATION**

**1. What are the possible hotels that the participants can stay during the event?**

**ANSWER:** Accommodation is listed in the [APFW2016 website](http://apfw2016.denr.gov.ph), special conference rates are available for the event participants at the hotels listed below:

<b>Hotel Options</b>	<b>Philippine Peso</b>
Holiday Inn Hotel (Hotel rooms and family garden villas) (FULLY BOOKED)	P 4,200++ to P 9,130++
Widus Hotel and Casino (FULLY BOOKED)	P 4,500++ to P 7,200++
Xenia Hotel	P 4,300++
Hotel Stotsenberg	P 2,800++ to P 4,350++
The Oxford Hotel	P 3,600++ to P 4,000++
Lohas Hotel	P 3,500++ to P 5,000++
Park Inn Radisson	P 3,800++ to P 4,000++
Lewis Grand Hotel (accommodation only)	P 3,500++ to P 4,600++

Delegates can book accommodation at these hotels via the following webpage <http://apfw2016.denr.gov.ph/accommodation.php>

## **MEALS**

### **1. What meals will be provided?**

**ANSWER:** The organizers will provide the following meals:

- Morning tea/coffee and snacks, lunch, afternoon tea/coffee and snacks (Feb 22-26)
- Dinner Reception on Tuesday, February 23
- Evening Cocktails on Wednesday, February 24

Hotel accommodation is a bed and breakfast arrangement.

### **2. Where will the hosted meals be served?**

**ANSWER:** Except on February 23, 2016 where lunch will be served and welcome dinner reception will be held at Fontana Convention Center, all meals will be served where the stream event is being held, i.e. Streams 1 & 2 meals will be served at Widus Hotel, Stream 3 at Fontana and Streams 4 & 5 at Holiday Inn.

## **FIELD TRIPS**

### **1. What are the sites and modules for the Thursday field trips?**

**ANSWER:** There are three choices for the field trips:

- Ecotourism and Biodiversity Module (Subic, Zambales)
- Forest Rehabilitation Module (Clark, Pampanga)
- Forest Research and Extension Module (Magalang, Pampanga)

### **2. Are there limitations in the number of participants for the field trip?**

**ANSWER:** Yes. The selected sites consider the capacity and number of participants.

### **3. How can the participants be considered in the field trip?**

**ANSWER:** This will be done through registration, on a first-come first-served basis.

### **5. What is the duration of the field trip?**

**ANSWER:** Field trip will be a whole-day activity from 0730 to 1700 hours.

## **EVENT ATTIRE**

### **1. Is there an opportunity to wear national costumes during the event?**

**ANSWER:** Aside from the usual business attire for sessions and stream events, participants are encouraged to wear their country's national costume during the Welcome Dinner Reception on 23 February 2016, 1800 to 2000 hours.

## **CURRENCY**

### **1. What is the currency of the Philippines and its exchange rate?**

**ANSWER:** The Philippine Peso (₱, PHP) is the official currency of Philippines. The exchange rate is approximately 1 US Dollar = 47 PHP. Bank notes currently in circulation are in denominations of 20, 50, 100, 200, 500, 1 000 PHP, as well as coins of 1¢, 5¢, 10¢, 25¢, ₱1, ₱5 and ₱10.

You may visit [FX-RATE.net](http://FX-RATE.net) for an updated exchange rates.

### **2. Are currency exchange facilities available within the venue?**

**ANSWER:** For exchange of currencies, there are banks within the Clark Freeport Zone and major credit cards are widely accepted in the Philippines.

## **GEOGRAPHY AND CLIMATE**

### **1. What is the geography of Clark, Pampanga and the climate of the Philippines?**

**ANSWER:** Clark Freeport Zone is a sprawling, cosmopolitan metropolis that offers many places of interest and a host of events and activities accessible to a wide spectrum of tourists and visitors. Almost the size of Singapore, Clark occupies over 33 000 hectares of prime land located in culture-rich Central Luzon. It is a natural entry point to the Asia-Pacific Region, only 3 ½ hours flying time or less from Hong Kong, Taiwan, Singapore, Japan, Korea and other key points in Asia. With a highly improved road network and increasing flights at Clark International Airport, Clark is setting out to become the hub for business, aviation and tourism in the Philippines.

The Philippines has two distinct climates, rainy and dry. The rainy or wet season normally begins in May and runs through October, while the rest of the year is the dry season. The warmest period of the year occurs between March and April, while the coolest period is from December through February. The average temperature range in Clark Freeport Zone on the month of February is 22°C - 31°C

For climate and weather related information and updates, you may visit the website of Philippine Atmospheric, Geophysical, and Astronomical Services Administration (PAGASA) at <http://www.pagasa.dost.gov.ph>

### **ADDITIONAL INFORMATION**

**1. Where can we get other information about the event?**

**ANSWER:** Please refer to the APFW2016 website established by the Government of the Philippines <http://apfw2016.denr.gov.ph> or <http://J.MP/APFW2016> for further information and updates on the session, visa, hotel bookings, and travel logistics.