



**RESOURCE GUIDE TO
THE PHILIPPINES AND
UNGEEN TRAINING COURSE**

**THE UNITED NATIONS GROUP OF EXPERTS
ON GEOGRAPHICAL NAMES
Regional Training Program in Toponymy,
including Marine Toponymy**

**Manila, Philippines
19-24 March 2018**

This information has been compiled to assist you in preparation for your travel to the Philippines to participate in the UNGEGN “Regional Training Program in Toponymy, including Marine Toponymy”. The course is coordinated by the United Nations, Department of Economic and Social Affairs, Statistics Division, UNGEGN Secretariat in collaboration with the National Mapping and Resource Information Authority of the Philippines.

A. About the Course

The Toponymy training course is being organized to support capacity building for members of the UNGEGN Asia South East Division. The objective of the course is to increase knowledge and understanding of the standardization of geographical names including: - the principles and concepts of geographical naming; geographical names data collection best practices; toponymic database building, the production of gazetteers, geographical names servers, cartographic applications and special focus on marine naming.

The training course will be held at the **Dusit Thani Manila**, located at, **Ayala Center, 1223 Makati City, Metro Manila, Philippines** from **19 to 24 March 2018**, from 9 am to 5 pm daily except on the day of the field work when an early start is required.

1. Working Language of Course

The course will be delivered in English and all documents will be in English. No translation/interpretation services will be provided.

2. Main Instructors

The course including fieldwork will be led by local and foreign geographical names experts, with combined experience of more than 60 years in the standardization of geographical names.

Name	Country	Area of Expertise
Helen Kerfoot	Canada	Long standing experience in toponymic issues
Prof Ferjan Ormeling	Netherlands	University lecturer of toponymy
Pier-Giorgio Zaccheddu	Germany	Expertise in databases, SDI and standards
Prof Sung Hyo Hyun	Republic of Korea	Marine and undersea feature naming
Prof Mia Lauder	Indonesia	Cultural heritage and linguistic aspects of geographical naming

3. Teaching Method

The course will be delivered using lectures, demonstrations, discussions, practical exercises, and field work. Course material includes on-line manuals, reference documents, and power point presentations. A day’s fieldwork will be conducted which includes travel by boat, significant walking and interacting with local inhabitants. On completion, course participants will be asked to complete an evaluation form and will receive a certificate of participation.

4. Lunch and Break

Morning and afternoon snacks and lunch will be served in the training venue. Morning snacks will be served at 10:00-10:15 AM, lunch at 12:00 – 1:00 PM and afternoon snacks will be at 3:00 – 3:15PM. Coffee and tea will be free-flowing.

5. Dress

During training sessions, the preferred mode of dress is “smart casual”. On the first day for the opening ceremony participants may wish to be formal/semi-formal. For fieldwork, suitable clothing and comfortable walking shoes is advised, taking in account respect to local customs, visiting administrative office and speaking to the local inhabitants.

B. General Information

6. Visa requirements

Participants are requested to carefully check the visa requirements for entry to the Philippines and arrange their own eligible entry visas to the Philippines as early as possible. For more information on visa, please visit <http://www.dfa.gov.ph/guidelines-requirements>. Participants funded by the United Nations are asked to refer to the Administrative Instructions sent by the UN Statistics Division along with the invitation letter.

7. Vaccination

TBA

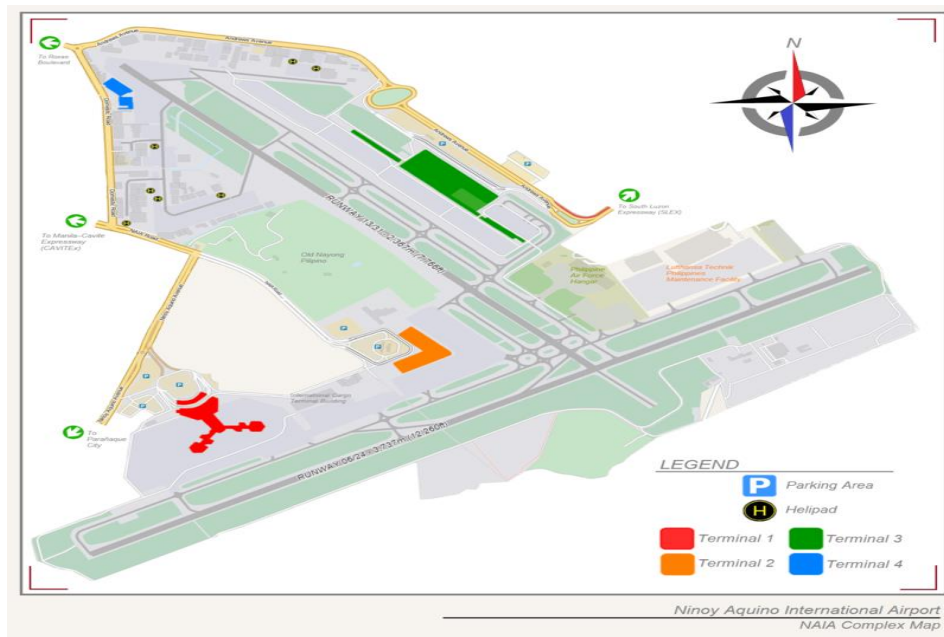
8. Airport and Transportation

All participants on arrival will be picked up by NAMRIA transport service from Ninoy Aquino International Airport (NAIA) to their respective hotels. In addition, all participants on departure will also be picked up at their hotel and transported to NAIA. Please email a copy of your flight details and hotel accommodation to the Philippine contact person for the transportation arrangements.

Should participants fail to coordinate with the Philippine contact person, they would have to make their own transportation arrangement to their respective hotels. Metered taxi services are readily available at the airport. **Take only official metered or pre-booked taxis. Do not accept rides from people that may approach you in the terminal.** An International Organisation Reception Desk is available in Terminals 1 and 3 to help participants locate metered taxis and other assistance while at the airport.

Manila Ninoy Aquino International Airport (NAIA) is located along the border between Pasay City and Parañaque City in Metro Manila. It is about 4 miles (7 km) south of the city, and southwest of Makati City's Central Business District. NAIA is the main international gateway for travelers to the Philippines and serves as a hub for

AirAsia Philippines, Cebgo, Cebu Pacific, PAL Express, and Philippine Airlines. This link will help you familiarize with the airport <http://125.60.203.88/miaa/>.



9. Airport Shuttle Bus

There is a shuttle bus system called *Airport Loop* through the four terminals serving all passengers who need to connect with other terminals. Vehicles depart every 15 minutes but it depends on traffic. This link shows Airport Loop route and unloading areas: https://www.google.com/maps/d/viewer?mid=1MWwZLfV269G-cZU9_UeyNxIkFf8&hl=en_US&ll=14.526032488174087%2C121.00679758301999&z=15

10. Taxi

Taxi service is available in NAIA to and from all points in Metro Manila. There are designated areas for official, metered or pre-booked taxis in all terminals.

Many major hotels run cars which you can book in advance, please coordinate with a hotel representative.

Ride Sharing -Uber and Grab services are available in the Philippines.

11. Weather

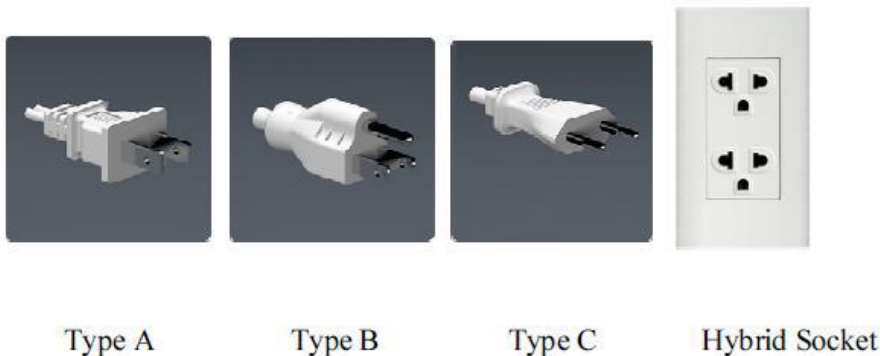
The training programme will be held in March, during summer, the hot dry season. In this time of the year, the weather is sunny, with temperatures ranging from 30° to 22° C.

12. Money exchange

The currency of the Philippines is the Peso (PhP) and the Centavo. Foreign currency may be exchanged at the airport, your hotel, and in most of the large department stores, banks and authorized money changing shops. Exchanging money anywhere else is illegal and the laws are strictly enforced. Most large stores, restaurants, hotels and resorts accept major credit cards including American Express, Visas and MasterCard. Traveller's checks preferably American Express are accepted at hotels and large department stores. Personal checks drawn on foreign banks are generally not accepted.

13. Electric system

Standard voltage in the Philippines is 220V. 110 volts a/c is also used, especially in major hotels. The plug types used in the Philippines are either type A, type B, or type C (see images below). A hybrid socket is almost universally found which accepts a combination of the above plug types. Participants are encouraged to carry their own adapters for use with laptops and mobile phones as the Secretariat will not be able to provide these. In the venue, there may be extra sockets but may be limited. In case of need, adapters can be purchased from electrical shops.



14. Safe water

Although tap water in Manila is chlorinated, it is recommended that visitors **only** drink bottled or filtered water.

15. Telephone and Mobile Phone

Telephone service is modern and you can direct dial anywhere in the world. Public phones are plentiful. Public phones require a minimum of two one-peso coins for a local call.

- Bayantel - Bayan Telecommunications, Philippines
- Globe Telecom - One of the leading mobile phone companies in the Philippines
- PLDT/Smart - One of the leading telecommunication company in the Philippines

When you arrive in the airport, there are booths offering local sim cards for free. You may approach them to get one.

Some Important Telephone Numbers: (24-Hour Hotline)

- National Emergency No: 911
- Police and Fire: 117
- Directory Assistance: 114/187
- National Operator: 109
- International Operator: 108
- For other emergency numbers, please refer to <http://www.officialgazette.gov.ph/emergency-hotlines/>

NOTE: It is advisable to always have the telephone number and the address of your embassy or consulate with you.

16. Suggested accommodation options

Arrangements for accommodation need to be made by individual participants at hotels of their own choice. A list of hotels and hostels in the vicinity of the venue is provided below. Please note that a credit card is normally required to make a reservation, participants should plan accordingly.

1. Hotels

The principal hotel for the training is:

Dusit Thani Manila
Ayala Center, 1223 Makati City
Metro Manila, Philippines

Other hotels located relatively close to the Dusit Thani are as follows:

Hotel	Free Internet/Wifi Connection	Distance from Venue	Contact Numbers
Crown Regency Makati	Room and Lobby	Walking distance	Email: tina.gabriel@crownregency.com Tel No. (632) 845-0211 / 845-0215 Email: reservation@crownregency.com
Tower Inn	Lobby only	Walking distance	Email: reservation@towerinnmakati.com Tel No. (632) 888-5170 to 81 (632) 843-3325
Hotel Celeste	Room and lobby	Walking distance	Email: info@hotelceleste.ph Tel No. (632) 887-8080
Jinjiang Inn	Room and lobby	Walking distance	Email: makati@jinjianginn.com.ph Tel No. (632) 576-8557
The COPA Businessman's Hotel	PhP 100/hr	Walking distance	Email: copamakati@gmail.com Tel No. (632) 844-8811
The E-Hotel	Room and lobby	Walking distance	Email: info@ehotelsgroup.com Tel No. (632) 478-3280

17. Tourist Information

For tourist information, visitors may access

<http://web.tourism.gov.ph/>

18. Contact Information

For logistics and other information in the Philippines please contact:

Mary Jane R. Montemor

Cartography Division-Mapping and Geodesy Branch

National Mapping and Resource Information Authority

Lawton Ave., Fort Andres Bonifacio, Taguig City PHILIPPINES

Email: mjmontemor@gmail.com

Office: (+632) 8104831 Local 642

For Administrative matters relating to United Nations participants, please contact:

Ms. Tanja Egerton

Programme Management Assistant, Capacity Development Section

United Nations Statistics Division, Department of Economic and Social Affairs

Email: naumovskiegerton@un.org

Tel: +1 (917) 367 5203