



# ADMINISTRATIVE CIRCULAR

Information and Communication Technology  
for Education Exposition

9-10 June 2010

Mactan Island, Cebu, Philippines



Prepared by

**Information and Communication Technology for Education Exposition Team**

## APEC ICT4E Expo 2010 Administrative Circular No. 1

Issued on: 14 May 2010

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### KEY DATES

24 May 2010	Deadline of submission of session abstracts
24 May 2010	Deadline of submission of papers/presentations
26 May 2010	Notification of acceptance to parallel sessions
28 May 2010	Deadline of Registration
26 May 2010	Deadline of submission of Opening and Closing Program messages
9 June 2010	Day 1 of Expo
10 June 2010	Day 2 of Expo



## 1. INTRODUCTION

1.1 This Administrative Circular No. 1 is issued to provide relevant information for the APEC Information and Communication Technology for Education (ICT4E) Exposition to be held on 9-10 June 2010 in Mactan Island, Cebu, Philippines.

1.1 Information in this Circular is current as of 7 May 2010. Updated Circulars will be released prior to 9 June 2010, providing further information on the Expo.

## 2. ORGANIZERS AND CONTACTS

2.1 The APEC ICT4E Expo is organized by the Department of Education of the Philippines in collaboration with the APEC Secretariat.

2.2 Questions about the Expo may be directed to:

**APEC ICT4E Expo Secretariat**

Room 301, 3/F, EDPITAF Building

Department of Education Complex

Meralco Avenue, Pasig City 1600, Philippines

Tel: +63 2 631-6926, +63 2 666-3496

Fax: +63 2 631-2527

E-mail: [apecict4expo2010@teacher.deped.gov.ph](mailto:apecict4expo2010@teacher.deped.gov.ph)

Website: <http://ict4expo2010.apec.org> (for launching)

**Ms. Laila Soliven**

Project Coordinator

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DepED Point Person

Mobile No: +63 920-2675840

E-mail: [nickitenazas@gmail.com](mailto:nickitenazas@gmail.com)

For exhibit inquiries, please contact:

**Mr. Randy Neil Foronda**

APEC ICT4E Expo Secretariat

Mobile No: +63 918-9441134

E-mail: [neilforonda@gmail.com](mailto:neilforonda@gmail.com)

## 3. THE EXPO

### 3.1 Background

3.1.1. As highlighted in the recent APEC Education Ministerial Meetings, integrating Information and Communication Technology in the education system has proven to be vital in creating a competitive learning community. ICT has been continually proven to improve access to and quality of education which prepared the youth of the region for a more competitive and fast-paced global economy. Thus, almost all APEC economies are pursuing independent ICT for education initiatives.

### 3.2 Objectives

3.2.1 In support of the goal of minimizing knowledge gaps through globalized education collaboration, DepED and APEC are organizing the ICT4E Expo with the following objectives:

(1) to widen dissemination and involvement in APEC ICT4E initiatives, (2) to facilitate sharing of experiences and best practices, (3) to gain support for upcoming ICT4E projects of developing economies and (4) to provide a venue to reconvene the APEC Cyber Education Network (EDNET), focusing on new directions and programs.

### 3.3 Program of Activities

3.3.1 To achieve these, the two-day expo will feature (1) updates on APEC ICT4E initiatives, (2) presentations of papers on ICT4E, (3) initial negotiations on funding for ICT4E projects of developing member economies and (4) showcases of different ICT initiatives in the APEC region.

3.3.2 The latest version of the Expo Program, as of 7 May 2010, is attached as Annex 1.

3.3.3 The official language to be utilized in the Expo is English.

## 4. EXPO VENUE

4.1 The ICT4E Expo 2010 will be held at the Hilton Cebu Resort & Spa in Mactan Island, Cebu, the Southern resort capital of the Philippines.

### HILTON CEBU RESORT & SPA

Punta Engaño, Mactan Island, Cebu, Philippines  
Contact Person: Mr. Numeriano Rena, Sales Manager  
Tel.: +63 2 753-3131  
Fax: +63 2 753-1177  
Mobile: +63 917-6237102  
E-mail: [numeriano.rena@hilton.com](mailto:numeriano.rena@hilton.com)  
Website: [www.hilton.com/worldwideresorts](http://www.hilton.com/worldwideresorts)

## 5. REGISTRATION

5.1 To register, participants should complete the attached registration form (Annex 2). Please e-mail the completed form to Ms. Laila Soliven at [ict4eexpo2010@teacher.deped.gov.ph](mailto:ict4eexpo2010@teacher.deped.gov.ph) or fax to +632 631-2527 on or before May 28, 2010.

5.2 Participants may claim their Expo Kits with their ID badges at the Registration Desk on the day of the Expo. The ID badges should be worn at all times.

## 6. TRAVEL INFORMATION

### 6.1 Expo Participants' Travel Arrangements

6.1.1 Participants from the APEC member economies are responsible for their travel and visa (if necessary) arrangements to and from Mactan.

6.1.2 For travel-eligible economies—*Chile, China, Indonesia, Malaysia, Mexico, Papua New Guinea, Philippines, Peru, the Russian Federation, Thailand, and Viet Nam*—APEC will provide financial assistance to cover the airfare and daily subsistence allowance to a maximum of two (2) participants per economy. Please contact Ms. Daphe Ho ([dh@apec.org](mailto:dh@apec.org)) of the APEC Secretariat for the arrangements.

6.1.3 It is expected that non travel-eligible member economies—*Australia, Brunei, Canada, Chinese Taipei, Hong Kong China, Japan, Korea, New Zealand, Singapore, and USA*—will fund their own delegates' participation in APEC-funded events such as the ICT4E Expo.

## **6.2 Flights and Airport Arrival**

- 6.2.1 It is highly recommended that participants take direct flights to Cebu.
- 6.2.2 Upon arrival at the Mactan-Cebu International Airport (MCIA) or the Ninoy Aquino International Airport (NAIA), for those still passing through Manila, you will be greeted by members of the Expo Secretariat wearing their official Expo IDs. There will also be an APEC ICT4E Expo 2010 signage displayed visibly in the arrival area. Airport staff to contact for immediate assistance will be provided in the next issue of this Circular.

## **6.3 Other Airport Information**

- 6.3.1 The Mactan-Cebu International Airport (MCIA) is the primary international airport in the Visayas region and is considered to be the second primary gateway to the Philippines. With its top-notch facilities and service, it is no surprise that more and more people go here via the MCIA.
- 6.3.2 International airports in the Philippines such as the MCIA and the NAIA implement strict security check. Every passenger will be asked to take off their footwear, jacket, belt, mobile phone and other personal belongings for x-ray purposes.
- 6.3.3 For information on visa application and other Philippine regulation, you may visit <http://dfa.gov.ph/main/index.php/consular-services/visa> or you may contact your respective embassies/consulates for assistance.
- 6.3.4 Airport embarkation tax is levied on all airport users. A passenger terminal fee of PhP 750.00 (inclusive of security fee) is imposed on all passengers embarking for international travel while PhP 200.00 is charged for domestic travel. This shall be paid at the airport of departure. Children under 2 years of age, transit passengers remaining in the transit area and not leaving the airport and crew members are exempted from the tax.

## **6.4 Currency Rules**

- 6.4.1 Per Philippine Central Bank Circular (BSP Circular 98-1995), any incoming or outgoing passenger is prohibited to carry Philippine Pesos in excess of PhP 10,000.00 without prior authority from BSP. Violation of this rule may lead to seizure and civil penalties and/or criminal prosecution.
- 6.4.2 Carrying in excess of USD 10,000.00 or its equivalent in other foreign currencies must be declared to the BSP or a Customs Officer. Violation of this rule may lead to seizure and sanctions, fines and/or penalties.
- 6.4.3 Please note that only bank notes and coins, which are legal tender, must be declared. Traveler's checks, credit cards, etc., are exempted from the declaration requirement.

## **6.5 Airport Transfers**

- 6.5.1 Metered taxis for hire are available at the airport arrival area. Please keep a printout of your hotel address that you can show to the taxi driver in case of communication problems. The recommended hotels in the next section are only a few minutes away from the airport.
- 6.5.2 However, for more convenience, it is recommended that participants coordinate their transportation (for a reasonable fee) with the hotel where they made their booking.
- 6.5.3 APEC ICT4E Expo streamers will be displayed along the way which will lead to the Expo venue.

## 7. ACCOMMODATION

7.1 Bookings are to be made directly with the hotel of your preference. Please do not forget to indicate arrangements made in the Registration Form. Room blocks have been set-up in the following recommended hotels for the APEC ICT4E Expo participants:

### 7.1.1 HILTON CEBU RESORT & SPA

Punta Engaño, Mactan Island, Cebu, Philippines  
 Contact Person: **Mr. Numeriano Rena**, Sales Manager  
 Tel.: +63 2 753-3131  
 Fax: +63 2 753-1177  
 Mobile: +63 917-6237102  
 E-mail: [numeriano.rena@hilton.com](mailto:numeriano.rena@hilton.com)  
 Website: [www.hilton.com/worldwideresorts](http://www.hilton.com/worldwideresorts)

**Location:** The hotel resort is located on a private beach; 20 minutes from the city of Cebu; 10 minutes from the international airport with direct flights from Singapore, Korea, Hong Kong, Japan, and Malaysia.

**Guest Room:** 246 stylishly appointed rooms including one and two bedroom suites. All rooms are air-conditioned and feature private balconies many with ocean view. All suites and deluxe rooms have a private balcony with spectacular water views overlooking the Hilutungan channel.

#### Standard Room Features:

- Private balcony
- Cable TV
- DVD Player
- IDD Telephone
- In-room safety deposit box
- High speed internet access
- Fully stocked mini-bar
- Air-conditioning with individual controls
- Goose feather pillows
- Iron & Ironing board
- Separate bath tub and shower stall
- Crabtree & Evelyn bathroom amenities
- Bathrobe, slippers
- Hair-dryer, shaving outlet

ROOM CATEGORY	DAILY ROOM RATE*	
	SINGLE	DOUBLE
Hilton Deluxe	PhP 5,000 (\$111)	PhP 5,000 (\$111)
Hilton Deluxe Plus	PhP 6,700 (\$148)	PhP 7,500 (\$166)
1 Bedroom Spa Suite	PhP 7,800 (\$173)	PhP 8,600 (\$191)

\* Based on PhP45 per \$1

\*\* All rates quoted are inclusive of 10% service charge, 12% VAT and 0.75% local tax. Please note that Government taxes are subject to change without prior notice.

#### Benefits and services included:

- Daily Buffet Breakfast at the
- Vanilla Beach Café
- Complimentary welcome drink and cold towel upon arrival

#### Daily amenities inside the room:

- Two (2) Bottles of Mineral Water
- Daily Newspaper (English)
- Fruit Plate

#### Complimentary usage of the hotel amenities:

- Private Beach
- Free Form Swimming Pool
- Scheduled City Shuttle
- 24-Hour Fitness Center
- Steam Bath
- Game Room
- Scheduled Recreation and
- Beach Activities for Adults

### 7.1.2 CROWN REGENCY SUITES MACTAN

Maximo Patalinhug Jr. Ave., Lapu-Lapu City, Cebu, Philippines  
Contact Person: **Ms. Kathy Mercado**, Director of Sales and Marketing  
Tel.: +632 81- 4326 / 8219  
Fax: +632 81- 4298  
Mobile: +63918 850-0010  
E-mail: [kathy.mercado@crownregency.com](mailto:kathy.mercado@crownregency.com)  
Website: [www.crownregencyhotels.com/suites/suites.php](http://www.crownregencyhotels.com/suites/suites.php)

**Location:** Beautifully set on a 1.5 hectare property near world-renowned beach resorts in Mactan Island, Crown Regency Suites gives you easy access to major commercial centers, scenic tour sites, and world-class beach resorts. It is only minutes away from the domestic and international airports (10 minutes), scenic spots, shopping sites, magnificent beaches, and other major point of interests.

**Accommodation:** Each room at the Crown Regency promises only the most comfortable stay. Guests can expect elegance and comfort with each well-appointed guest room all designed to help you enjoy your business or pleasure while in Cebu.

#### All Crown Regency Suites have:

- Air-conditioning
- Cable television
- Coffee / Tea maker
- Full-size posture pedic bed
- Internet connectivity in room
- Daily newspaper
- Living and dining rooms
- Fully equipped Modern Kitchen
- Full baths with bath tubs
- Welcome drinks upon arrival
- Hair dryer
- Telephone
- Non-smoking rooms
- Fully Air-conditioned Room w/ Living and Dining Areas
- 21" Cable TV with remote
- Complete Bathroom Amenities

ROOM CATEGORY	DETAILS	DAILY ROOM RATE
One-bedroom Suite	<ul style="list-style-type: none"><li>• Area: 42 sq. meters</li><li>• Maximum of 2 guests</li><li>• Rates include breakfast and airport transfers</li></ul>	Single/Twin: Php 2,800 (USD 62)
Two-bedroom Suite	<ul style="list-style-type: none"><li>• Area: 86 sq. meters</li><li>• Maximum of 4 guests</li><li>• Rates include breakfast and airport transfers</li></ul>	USD 145
Two-Bedroom Deluxe	<ul style="list-style-type: none"><li>• Area: 114 sq. meters</li><li>• Maximum of 4 guests</li><li>• Rates include breakfast and airport transfers</li></ul>	USD 167

\* Based on PhP45 per \$1

\*\* All rates quoted are inclusive of government taxes and applicable service charge

#### Hotel Services:

- Full-Service Business Center
- Two multi-purpose function halls can accommodate small to large gatherings, located at the clubhouse.
- Foreign Exchange
- Travel & Tours
- Valet Service
- Gift Shop & Convenient Store
- Safety Deposit Boxes at the front desk
- Car Rental
- 24-hour Room Service
- Laundry Services
- Wi-Fi Zone
- All major credit cards are accepted

**Hotel Amenities:**

- Fitness Gym
- Ballroom & Function Rooms
- Swimming Pool
- Whirlpool & Kid's Pool
- Children's Activity Area
- Full-service Medical Spa
- Clubhouse Multi-purpose Hall
- Sports & Convention Hall with billiard room & multi-purpose courts for basketball, badminton, tennis, volleyball and futsal

7.1.3 To save on accommodation costs, participants also have the option to share rooms. Please do not forget to indicate the details on the Registration Form.

7.1.4 Negotiations for special rates for Expo participants are still ongoing with other nearby hotels. Final details will be included in the next issue of this Circular.

## 8. GENERAL INFORMATION

### 8.1 Location

8.1.1 Cebu, found in the southern part of the Philippines and 365 miles south of Manila, has a total land area of 291.2 square kilometres. Mactan is the island in Cebu that Cebuanos are very proud of. It is a coral island surrounded by sky-coloured water people really adore. The island boasts of its beautiful beaches, world-class hotel and restaurants, and the Mactan-Cebu International Airport. Marcelo Fernan Bridge and the Mactan Bridge are the two bridges that connect Mactan Island to Cebu.

### 8.2 Climate

8.2.1 Cebu has two seasons: wet and dry. Dry season starts at mid-November until mid-May, and the rest of the year is wet season. Since Cebu is surrounded by beautiful bodies of water and its weather is perfectly mild, both locals and foreigners enjoy spending their summer breaks in different hotels and beaches here.

### 8.3 Religion

8.3.1 According to the last census, a total of 799,762 people live in Cebu and majority of them are Roman Catholics. There are also some followers of Islam, Buddhism, and Hinduism.

### 8.4 Local Transportation

8.4.1 There are a number of modes of transportation to choose from when one desires to travel around Mactan Island or Cebu. Jeepneys, multicabs, taxis, and chauffer-driven cars (rent-a-car) are available to take people to places they want to visit.

### 8.5 Electricity

8.5.1 The Philippines uses 220 volts and electrical plugs with two flat parallel blades. Please note that most hotels do not supply plug adapters. Telecommunication facilities are abundant provided by some of the country's largest telecommunication companies. Connections to the internet are also available.

### 8.6 Currency, Banking, and Taxes

8.6.1 Peso is the monetary unit of the Philippines. The Central Bank ([www.bsp.gov.ph/statistics/ssdds/exchrte.htm](http://www.bsp.gov.ph/statistics/ssdds/exchrte.htm)) provides information on the exchange rate. However, daily exchange rate is also available in all broadsheets and TV programs. Foreign currencies may be exchanged at the airport, hotel front desks, banks, malls, and tourist centers.

8.6.2 Banks are usually open Monday-Friday from 8:00 a.m. until 3:00 p.m. Other banks, like the Banco De Oro, remain open until 6:00 in the evening.

8.6.3 Major credit cards are widely accepted as well. Most hotels require a credit card to confirm a reservation.

8.6.4 In the Philippines, a 12% tax is levied on goods and services.

## 8.7 Food & Water

8.7.1 In order to experience more of the Cebuano culture, it is suggested that the participants go around the area before leaving home and get a taste of the scrumptious and delectable food that Cebuanos take pride in serving their guests. Lechon (a whole pig stuffed with different herbs and spices roasted to perfection), buwad (salty dried fish), and dried mangoes are some of the must-try foods.

8.7.2 The water supply in Cebu meets all health code requirements for drinking and bathing. It is fluoridated and also slightly chlorinated. Nevertheless, bottled water is available in all hotels, restaurants, supermarkets, and convenience stores.

## 8.8 Tipping

8.8.1 Tipping in the Philippines is optional and given in no specific percentage of the bill. But it is still a kind gesture and will be very much appreciated.

## 8.9 Tourism

8.9.1 Aside from the world-class beaches of Cebu, there are other famous landmarks in the place worth visiting. The *Shrine of Lapu-Lapu*, the monument of the Philippine's first hero, is one of the attractions here. Another is the *Cross of Magellan* which symbolizes the advent of Christianity in the Philippines. Members of the local community, as well as foreigners, offer prayers here whenever they visit the site. *Colon Street*, known to be the oldest street in the Philippines, is named after the well-known explorer Cristobal Colon, more popularly called Christopher Columbus. Moreover, the breathtaking view of Cebu becomes more attractive and livelier during the season of festivals. *Sinulog Festival* and *Tartanilla* are two celebrations in Cebu one wouldn't want to miss. More information on Cebu tourism can be found on the following websites: [www.cebucitytourism.com](http://www.cebucitytourism.com) and [www.philtourism.com/index.html](http://www.philtourism.com/index.html).

## 8.10 Medical Services

### 8.10.1 Mactan Doctors Hospital

Basak 6015, Lapu-Lapu City, Mactan  
Tel.: +6332 341-0000 / 340-3721  
<http://www.cebudocgroup.com/mactandoctors.html>

### 8.10.3 Perpetual Succour Hospital

Gorordo Avenue, Lahug, Cebu City  
Tel.: +6332 233-8620 / 232-2410  
[www.pshcebu.com](http://www.pshcebu.com)

### 8.10.2 Cebu Doctors University Hospital

1 Dr. P. V. Larrazabal Jr. Avenue,  
North Reclamation Area, Cebu City  
Tel.: +6332 253-7511  
[www.cduh.com.ph](http://www.cduh.com.ph)

### 8.10.4 Chong Hua Hospital

Fuente Osmeña, Cebu City  
Tel.: +6332 254-1461  
[www.chonghua.com.ph](http://www.chonghua.com.ph)

## 8.11 Cebu City Police Department

Tel.: +6332 254-8635  
**Dial 166** from any landline within Cebu City  
Mobile Patrol Group: +6332 233-2178



**VERSION 3.3. APEC ICT4E EXPO PROGRAM STRUCTURE**  
(AS OF 15 MAY 2010)

TIME	DAY 0	DAY 1				DAY 2			
8:00-8:30	ARRIVAL OF PARTICIPANTS  REGISTRATION	EXPO RIBBON CUTTING AND EXHIBIT LAUNCH Dr. Mona Valisno, Gov. Gwendolyn Garcia, ASEC Jesus Mateo				<u>PLENARY III</u> EXPO Day 1 Review: Assistant Secretary Jesus Mateo Keynote Speech 3: Mr. Bill Gates (or representative) Panel Discussion: ICT4E DONOR INITIATIVES World Bank, ADB, Ausaid, USAID, JICA, KOICA, Gates Foundation OPEN FORUM: Atty. Litto Vitriolo (Moderator)			
8:30-10:00		OPENING PROGRAM Welcome Message: Gov. Gwendolyn Garcia Opening Remarks: DepEd Secretary Dr. Mona Valisno APEC ICT4E Situationer: Dr. YoungHwan Kim EXPO Overview: DepEd Assistant Secretary Jesus Mateo							
10:00-10:30		COFFEE BREAK AND VENDOR PRESENTATION				COFFEE BREAK AND VENDOR PRESENTATION			
10:30-12:00		<u>PLENARY I</u> Keynote Speech 1: Mr. Mohui Jiang, PRC-MHRSS Panel Discussion: APEC ICT4E INITIATIVES IACE, APEC Cyber Academy, APEC Cyber Education Network, APEC Knowledge Bank, ICT Model Schools Network, Future Education Consortium OPEN FORUM: Ms. Melissa Tan (Moderator)				<u>PLENARY IV</u> Keynote Speech 4: Dr. Pedro Hepp, Chile Panel Discussion: ICT4E AGENCY INITIATIVES Colombo Plan Staff College, PANdora, Telecenter.Org, INNOTECH, DEPED, TESDA, CICT OPEN FORUM: Dr. Ester Ogena (Moderator)			
12:00-1:30	Coordination Meeting	LUNCH AND VENDOR PRESENTATIONS (2)				LUNCH AND VENDOR PRESENTATIONS (2)			
1:30-3:00	FINAL PREPARATIONS  REGISTRATION	PARALLEL SESSION I: ICT FOR PEDAGOGY		APEC Cyber Education Network Roundtable Discussion	PARALLEL SESSION II: ICT FOR EDUCATION GOVERNANCE			ICT4E Donor Harmonization Roundtable Discussion	
3:00-3:30		Basic Ed	Higher Ed		TVET/NFE	Basic Ed	Higher Ed		TVET/NFE
3:30-3:30		COFFEE BREAK AND VENDOR PRESENTATION				COFFEE BREAK AND VENDOR PRESENTATION			
3:30-5:00		<u>PLENARY II</u> Keynote Speech 2: Chancellor Grace Javier Alfonso, UPOU Panel Discussion: ICT4E & THE APEC ECONOMIES ICT4E Initiatives from Member Economies OPEN FORUM: Ms. Patty de la Rama (Moderator)				CLOSING PROGRAM EXPO Report & Participants' Responses Awarding Ceremonies Closing Remarks: ASEC Jess Mateo Farewell Message Dr. Sun Tao, APEC Secretariat			
5:00-7:00		Product Launching and Exhibit Viewing				Individual and Institutional Networking			
7:00-9:00	Mabuhay Dinner (c/o DFA & CICT)	Bayanihan Dinner (c/o CHED & DOST) ALCOB Philippines Launching				Fiesta Dinner (c/o TESDA & CSC)			

# Registration Form

## DELEGATE PARTICULARS

Title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Others:
Name (Please type or write your family name in BLOCK letters).	
Name to appear on ID	
Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Economy	
Position/Designation	
Ministry/Organization	
Complete Office Address	
Telephone No. (Please include country and area code).	
Fax No.	
Email	

## FLIGHT DETAILS

Arrival in Manila			
Date		Time	Flight No.
Arrival in Cebu			
Date		Time	Flight No.
Departure from Cebu			
Date		Time	Flight No.
Departure from Manila			
Date		Time	Flight No.

## ACCOMMODATION

Hotel			
Check-in date		Check-out date	
ETA		ETD	
Type of accommodation			
If you wish to share room with another participant, please write the name and pertinent details below:			
Special dietary requirement	<input type="checkbox"/> vegetarian	<input type="checkbox"/> others:	

Please note that attending economies are responsible for their own travel and accommodation arrangement. Participants under the APEC travel-eligible economy funding are to coordinate directly with the APEC Secretariat for their reimbursements.

Kindly send the completed registration form via email to Ms. Laila Soliven of the Expo Secretariat (apecict4eecpo2010@teacher.deped.gov.ph) or fax to +632 631-2527 on or before May 28, 2010. For your own records, retain a copy.

Signature over printed name