



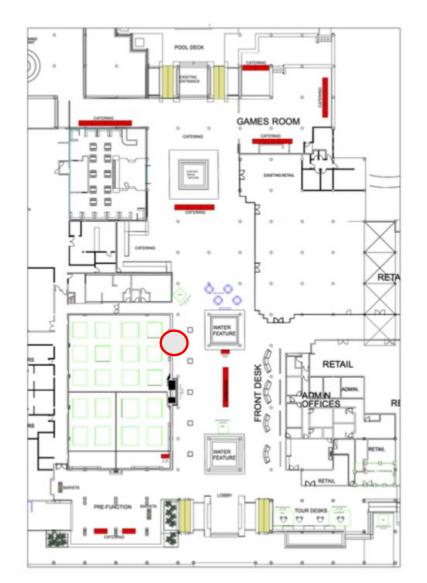
Space Allocation & Floorplan Brief



Sheraton -Foyer Areas

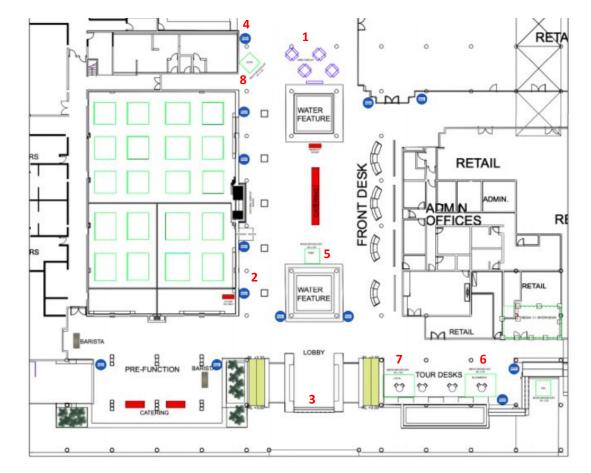


Sheraton - Entrance





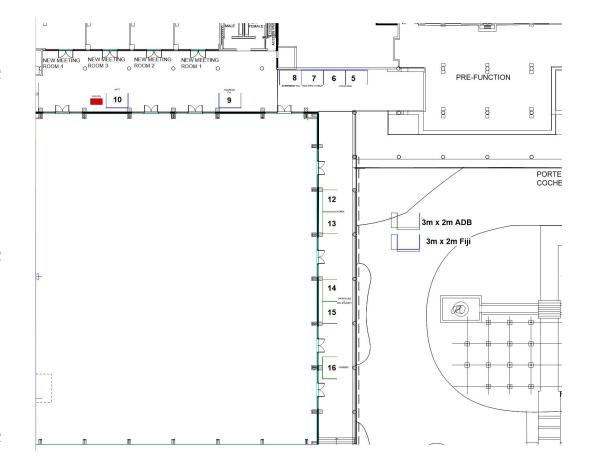
Sheraton - Main Foyer



- 1. PARD Exhibit
- 2. Marriott Expo
- **3.** 1 x entry archway
- 4. IPTV's
- 5. Media Broadcast CNBC
- 6. Media Broadcast Boomberg
- 7. Media Broadcast Local
- 8. Media Broadcast CGTN



Sheraton - Expo area outside of DICC



Booths:

- 5 & 6 Vodafone
- 7 ADB Info & IT Help Desk
- 8 Investment Fiji
- 9 Tourism Fiji
- 10 MITT

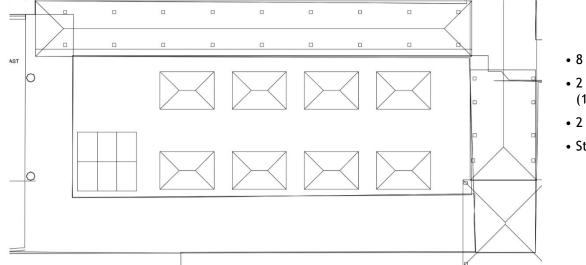
Digicel expo area (next to MITT)

- 12 & 13 Korea Booth
- 14 & 15 Japan Booth
- 16 ADB Careers Booth





Sheraton - Cultural Bure's on Sheraton Lawn near Porte Cochere



- 8 x Cultural Bure's
- 2 x trestle tables in each Bure's (16 x trestles)
- 2 x chairs per Bure (16 x chairs)
- Staging 4.8m x 3.6m

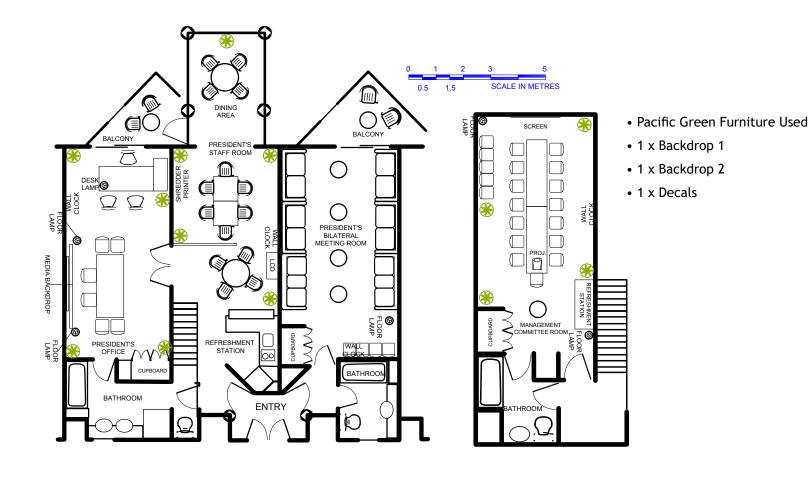


Sheraton - Converted Meeting Rooms



3 Bedroom Villas -President's Villa

Room 965

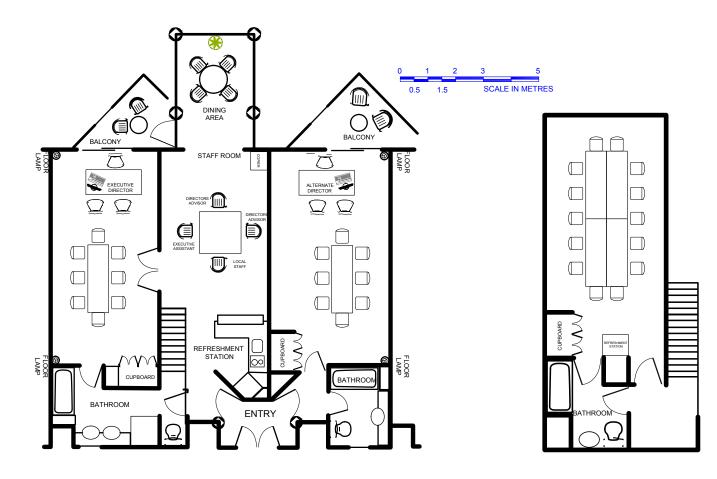






3 Bedroom Villas -Board of Directors Offices

Room 867 / 865 / 863 / 971 / 973 / 975

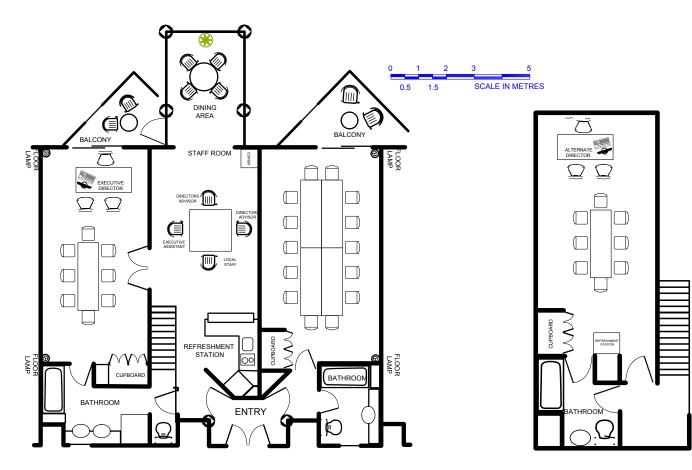






3 Bedroom Villas -Board of Directors Offices

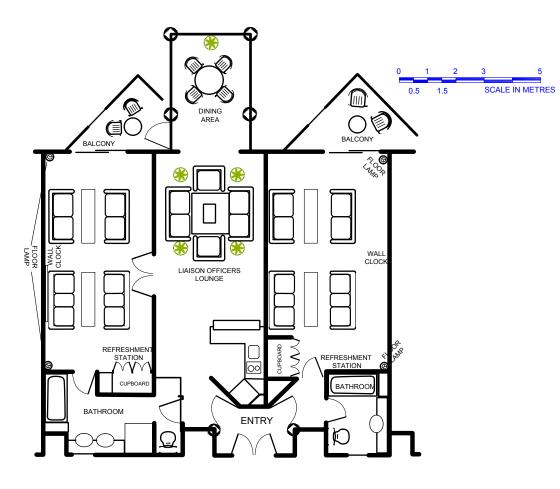
Room 969







2 Bedroom Villas -President's Delegation Waiting Room

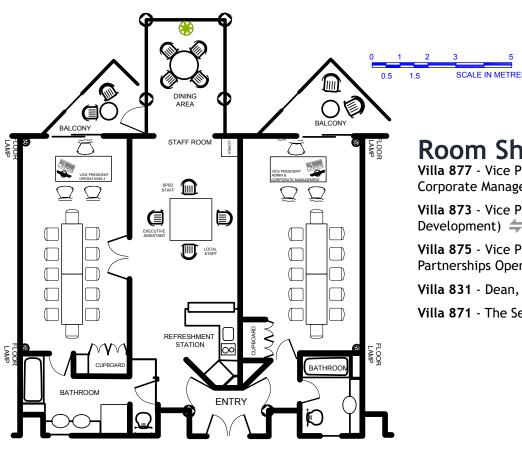








2 Bedroom Villas -Vice-President's Office / Deans / Secretary & Assistant Secretary Room 831 / 871 / 873 / 875 / 877



Room Sharing

Villa 877 - Vice President Operations 2 🖨 Vice President Admin & Corporate Management

Villa 873 - Vice President (Knowledge Management & Sustainable Development) \Rightarrow Vice President (Finance & Risk Management)

Villa 875 - Vice President (Private Sector & Public-Private Partnerships Operations) \Leftarrow Vice President (Operations 1)

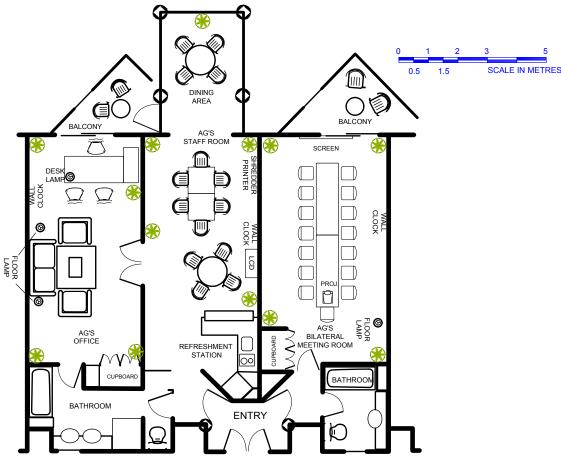
Villa 831 - Dean, ADB Institute 🖨 Deputy Dean

Villa 871 - The Secretary + Assistant Secretary



2 Bedroom Villas -AG's Office (Chair of the Board of Governors)

Room 833







FIJI 2019

2 Bedroom Villas -Shae & Christians Sleeping Room/Office Room 835

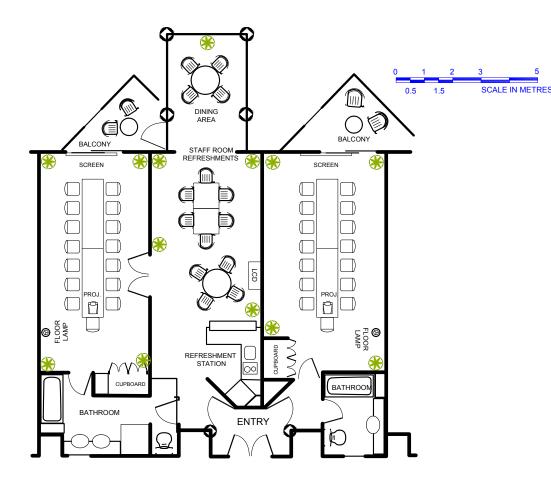
SCALE IN METRES

1.5 0.5 Ø DINING AREA BALCONY SCREEN SLEEPING ROOM AS PER VENUE STANDARD SLEEPING ROOM AS PER VENUE STANDARD TWIN BED CONFIGURATION TWIN BED CONFIGURATION proj $\gamma\gamma\gamma$ CUPBOAR BATHROO BATHROOM ENTRY



2 Bedroom Villas -Fiji Government Offices

Room 801 / 857 / 851

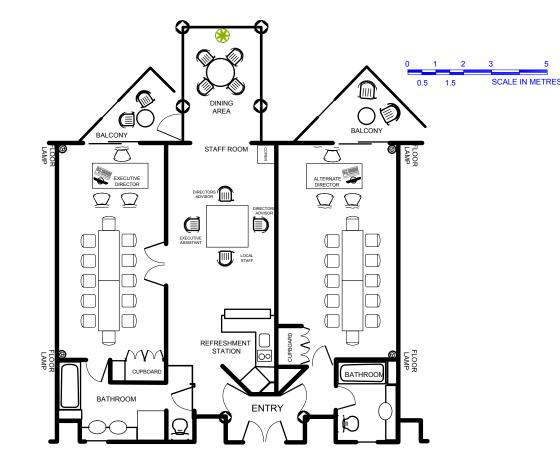






2 Bedroom Villas -Board of Directors Offices



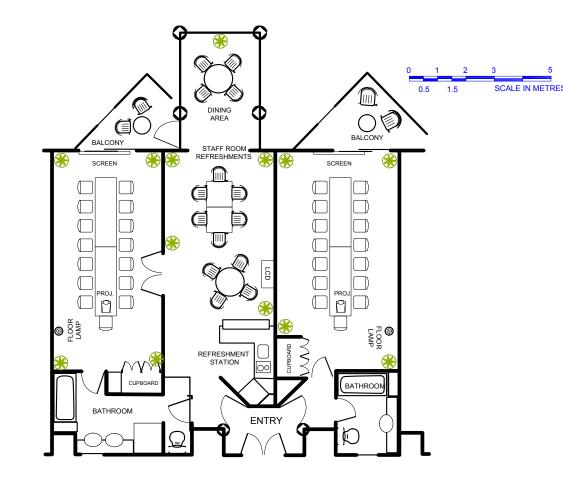






2 Bedroom Villas -Board of Directors alternate room set up

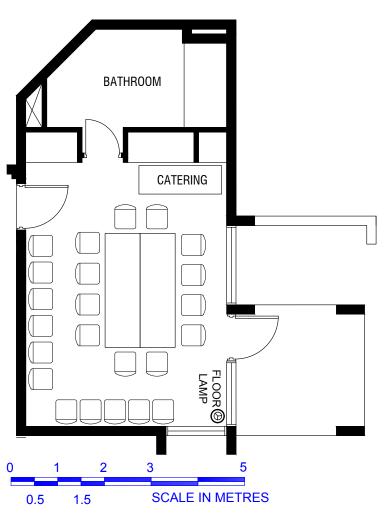
Room 883







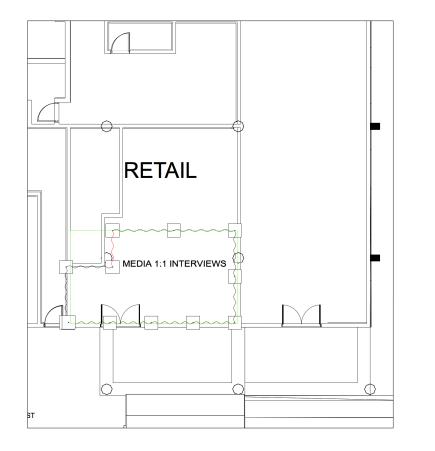
2 Bedroom Villas -Board of Directors' Offices & Heads of Departments Meeting Rooms







Bridal Retail Space -Media Interview room



Removal of all Bridal Paraphernalia by the Venue

Additional White draping inserted into the room by Microhire



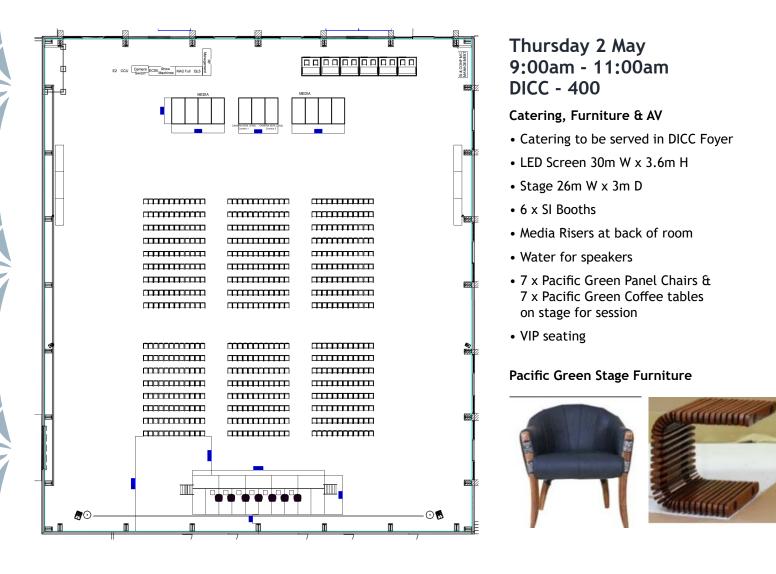


Sheraton -DICC Plans



Host Country Seminar

30 under 30, The Faces of Fiji's Future

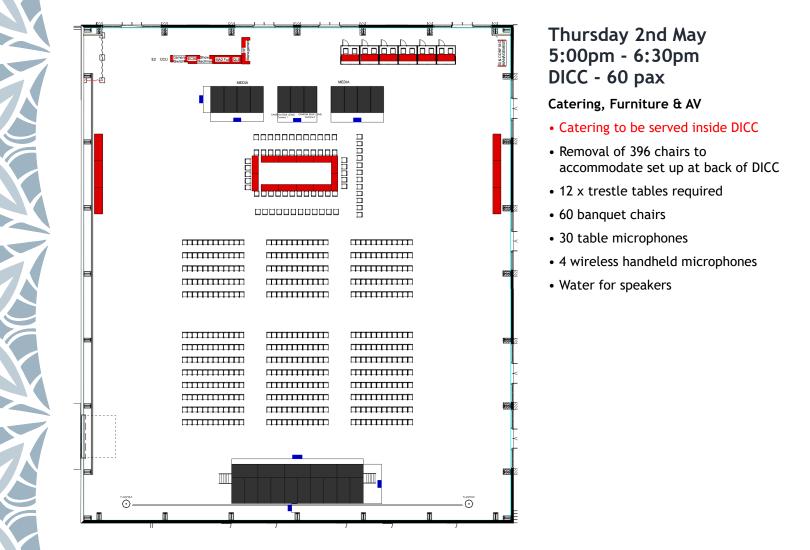


ADB Room Manager

Cyn Martinez - 7790108 France Abcede - 7790138 Rachel Carreon - 7790122 Vanessa Rolfe - 9985584 Asimina Zervos - 208035



Europe plus Canada Meeting Coordination Meeting Constituency Meeting)



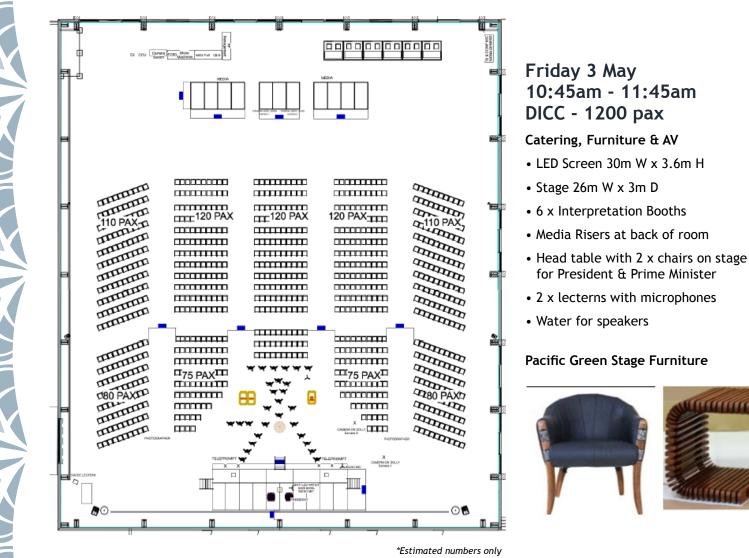
Rommel Samia 7790109 France Abcede 7790138 Vanessa Rolfe 9985584

ADB Room Manager

Asimina Zervos 208035



Opening Session of the Board of Governors

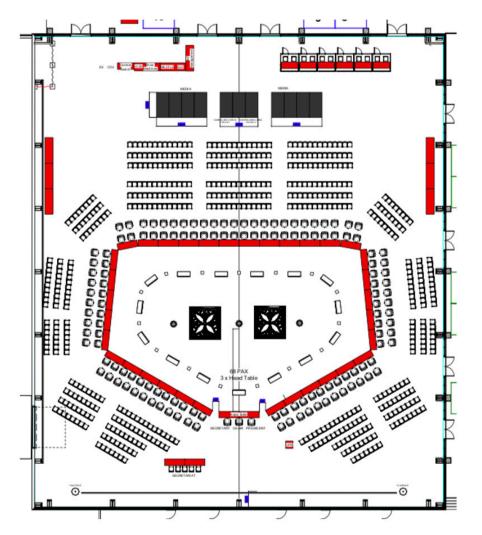


ADB Room Manager

Rommel Samia - 7790109 France Abcede - 7790138 Rino Paez - 7790119 Annie De Jesus - 7790120 Vanessa Rolfe - 9985584 Asimina Zervos - 208035



Business Session



Saturday 4 May 2:00pm - 5:00pm DICC - 600 pax

Catering, Furniture & AV

- Executive office desks as the head tables x 37 tables
- Executive office chair x 139 chairs
- Centrepieces in the middle of the session
- 8 x catering stations set up at the back of room
- 1 x waiter dedicated to head table
- All tables to have conference mic & name plate with one jug of coffee between two pax
- Water for all speakers
- 6 x Interpretation booths
- Media risers for media

Executive office desk with office chair for head table



ADB Room Manager

Cyn Martinez - 7790108 Rommel Samia - 7790109 Gen Ebreo - 7790114 Vanessa Rolfe - 9985584 Asimina Zervos - 208035



Sheraton -Networking Events





Media Reception

Wednesday 1st May 6:00pm - 8:00pm Heineken House - 100 pax

Catering, Furniture & AV

- Buffet and cocktail table set up
- 1 wireless microphone with sound system
- Photographer
- Pasifika Voices performance

ADB Room Manager Marilou dela Cruz 7790116 Cita Cuevas 7790117 Cecile Pacheco 7790118 France Abcede 7790138 Robyn



Treasury Department and PSOD Cocktail Reception

Wednesday 1st May 7:30pm - 9:30pm Sheraton Chimes Bar - 130 pax

Catering, Furniture & AV

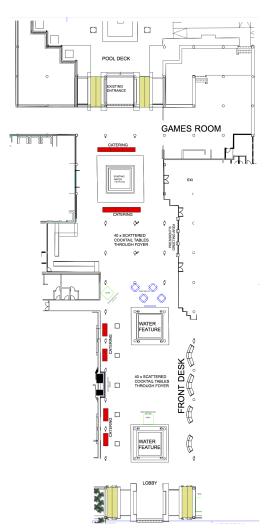
- Buffet and cocktail table set up
- Photographer
- Small stage with lectern
- Audio through existing system

ADB Room Manager

Marilou dela Cruz 7790116 Cita Cuevas 7790117 Cecile Pacheco 7790118 France Abcede 7790138



Presidents Reception



Thursday 2 May 6:30pm - 8:30pm Sheraton Foyer - 1200 pax

Catering, Furniture & AV

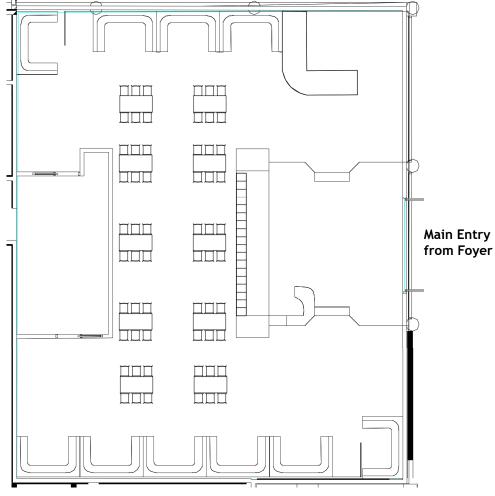
- Buffet and cocktail table set up with canape service
- Photographer
- Backdrop 2m x 2m with PARD exhibition
- Audio through enhanced system

ADB Room Manager

Marilou dela Cruz - 7790116 Cita Cuevas - 7790117 Cecile Pacheco - 7790118



Governors Lounge Ports O' Call



1 - 4 May ALL DAY Port O Call

Catering, Furniture & AV

- Existing booth style seating and tables
- Extra 10 x cocktail tables for networking / lunch service
- 10 x laptops and 1 x printer
- Space to be used as a holding space / informal lunch area for Governors

ADB Room Manager

Cyn Martinez - 7790108

For lunch on 4 May

Marilou dela Cruz - 7790116 Cita Cuevas - 7790117 Cecile Pacheco - 7790118

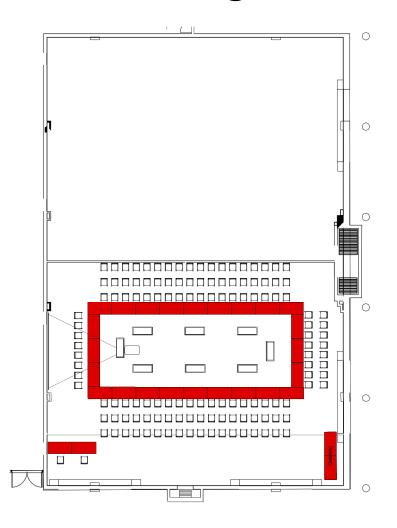




Sheraton -All Meetings



Pacific DMC Governors & ADB Meeting



Wed 1 May

8:45am - 12:00pm & 2:00pm - 3:00pm Sheraton, Frangipani & Gardenia Ballroom Hollow Rectangle @ 60 pax (9am - 12pm) Hollow Rectangle @ 132 pax (2pm - 3pm)

Catering, Furniture & AV

- 1 x trestle for registration with 2 x chairs outside of the room
- 2 x Projectors
- 2 x trestle for ops with 2 x chairs
- 2 x trestles for catering in side of room
- 52 \times 18 degrees glass water bottle for all head table
- 7 x table microphones
- 8 x fold back monitors
- 2 x Vertical drop banners for duration of event in space

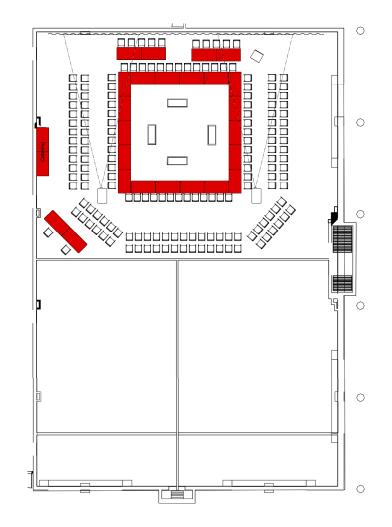
**Secondary event being held in the same room from 3:15pm - 4:15pm same set up as this venue just needs to refresh room

ADB Room Manager

Cyn Martinez - 7790108 Rommel Samia - 7790109 Paul Barcena - 7790111



Wed 1st May - ADF Donors Consultation Meeting



Wed 1st May 4:30pm - 7:30pm Sheraton, Orchid Ballroom Hollow Rectangle @ 154 pax

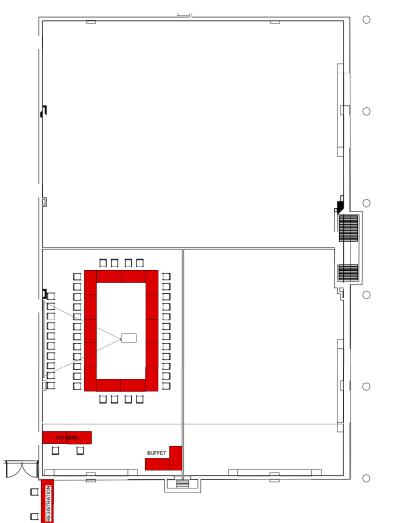
Catering, Furniture & AV

- 1 x Digital backdrop
- 2 x Projectors
- 1 x lectern with microphone
- 45 x table microphones
- audio recording
- 4 x fold back monitors
- 2 x trestle for ops with 2 x chairs
- 2 x trestles for catering in side of room (in blue)
- 51 x 18 degrees glass water bottle for all head table
- 1 x trestle table for Registration outside of room
- 1 x Fabric Frame LED backdrop for duration of event
- 2 x Vertical drop banners for duration of event

ADB Room Manager Cyn Martinez 7790108 Rommel Samia 7790109



Thur 2nd May -ADB World Bank-IMF



Thur 2nd May 7:30am - 9:00am Sheraton, Gardenia Ballroom Hollow Rectangle @ 32 pax

Catering, Furniture & AV

- 1 x Powerpoint setup (projector & screen, laptop, laser pointer & clicker)
- 16 x table microphones
- 1 x digital backdrop
- 2 x trestle for ops with 2 x chairs
- 2 x trestle tables for Plated breakfast will be served on buffet station at the back of the room
- 1 x tables for registrations with chairs outside of room
- 2 x Vertical Drop Banners in room for duration of event
- 30 x 18 degrees glass water bottle for all head table

ADB Room Manager Cyn Martinez 7790108

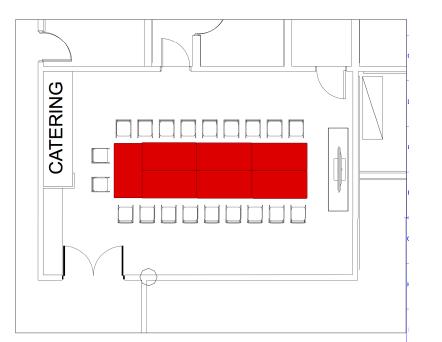
Cyn Martinez 7790108 Rommel Samia 7790109 Paul Barcena 7790111







Thur 2nd May -Constituency Office Meetings



Thur 2nd May 11:00am - 12:00pm & 12:30pm - 2:00pm Sheraton Boardroom Boardroom @ 20 pax

Catering, Furniture & AV

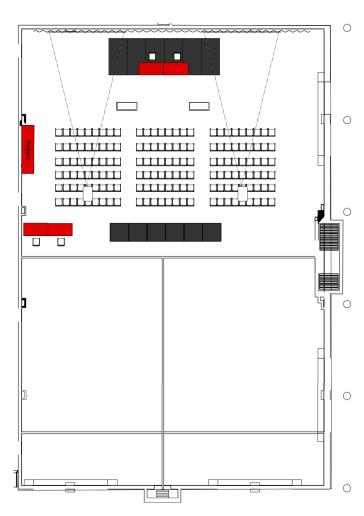
- Station for catering set up inside the room
- 4 wireless handheld microphones
- LCD screen

**This room will always be set up as a boardroom style

ADB Room Manager Rommel Samia 7790109 Cyn Martinez 7790108



Thur 2nd May - President's Press Conference & AFMGM+3 Joint Press Conference



Thur 2nd May 11:15am - 12:00pm & 5:30pm - 6:00pm Sheraton, Orchid Ballroom Theatre @ 120 pax Catering, Furniture & AV

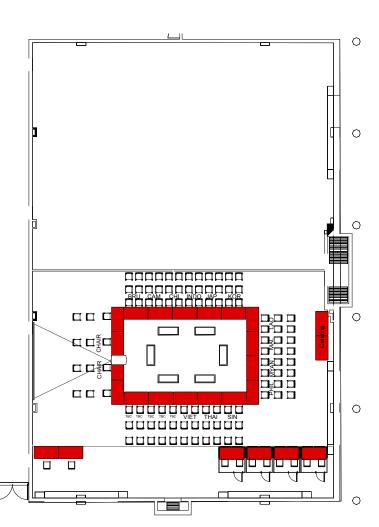
- 2 x Projectors
- 2 x trestle for ops with 2 x chairs
- 6 x Risers at the back of the room for media
- 2 x Head office tables with 2 x banquet chairs & black covers
- 2 x catering trestle tables replenished for just water
- 1 x Registration table
- 2 x table microphones and 2 wireless handheld microphones
- 2 x 18 degrees glass water bottle for all head table
- 2 x Vertical Drop Banner in room for duration of event
- 1 x Fabric Frame LED Backdrop for duration of event

Head table on stage with banquet chair and chair cover



ADB Room Manager Cyn Martinez 7790108 Rommel Samia 7790109 Ton Reyes 7790158





Thur 2nd May 12:15pm - 12:45pm Sheraton, Frangipani & Gardenia Ballroom

Theatre @ 115pax

Catering, Furniture & AV

• 1 x Projectors

Thur 2nd May - SEADRIF Meeting

- 2 x trestle for ops with 2 x chairs
- 4 x SI Booths
- 2 x catering trestle tables
- 6 x fold back monitors
- 35 x 18 degrees glass water bottle for all head table
- 2 x Vertical Drop Banner in room for duration of event
- 1 x Fabric Frame LED Backdrop for duration of event

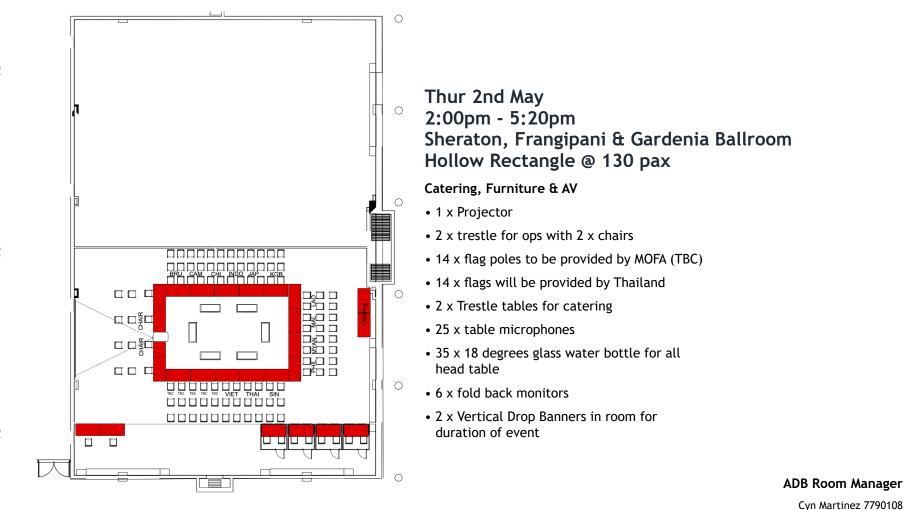


Cyn Martinez 7790108 Rommel Samia 7790109 Paul Barcena 7790111





Thur 2nd May - ASEAN+3 Finance Ministers and Central Bank

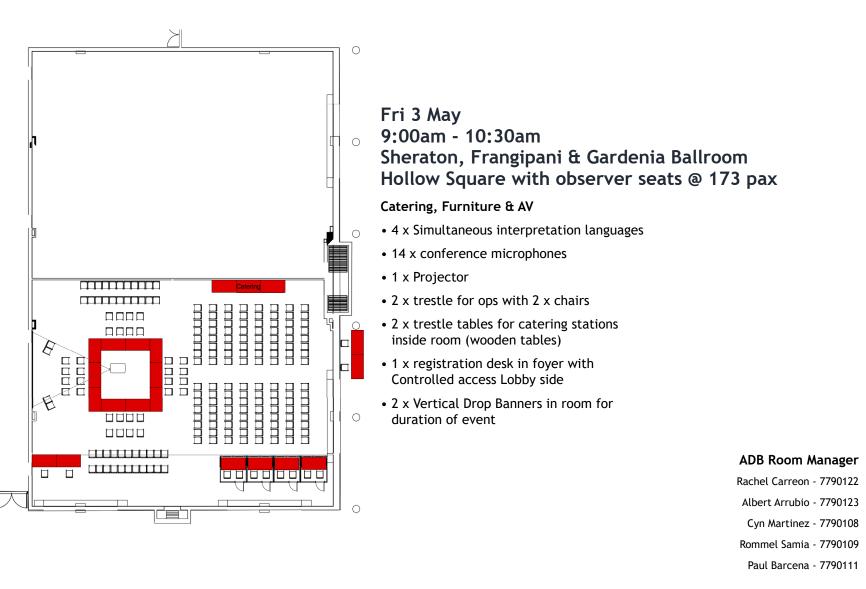


Cyn Martinez 7790108 Rommel Samia 7790109 Paul Barcena 7790111



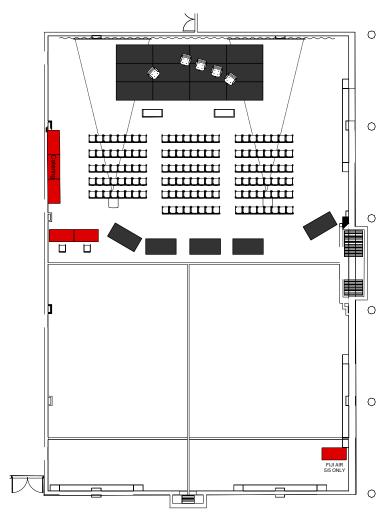


Governors Roundtable





CNBC Debate



Sat 4 May 9:00am - 10:00am Sheraton, Orchid Ballroom Theatre @ 160 pax

Catering, Furniture & AV

- 2 x Projector and screen
- 1 x Powerpoint Setup (Projector & screen, laptop, laser pointer & clicker)
- 2 x foldback monitors
- 2 x wireless handheld microphones
- 2 x floor/standing microphones
- 6 x headset microphones
- 2 x trestle for ops with 2 x chairs
- Audio record for CNBC & cameras on 4 x risers
- 1 x riser for event camera record
- 2 x trestles for Catering station in room

Pacific Green Stage Furniture



ADB Room Manager Cyn Martinez - 7790108 Rommel Samia - 7790109 Ton Reyes - 7790158



Sat 4th May - Governors Seminar

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- Sat 4 May 11:00am - 12:30pm Sheraton Ballroom Theatre @ 400 pax
- Catering, Furniture & AV
- 2 x Projector and screen
- 4 x handheld microphones
- 8 x panel microphones
- 1 x lapel microphone
- 2 x laptops
- 1 x wireless mouse
- 2 x LCD Screen fold back monitors on ground
- 4 x trestle for ops with 4 x \Box chairs
 - 4 x SI Booths

Pacific Green Stage Furniture



- 1 x trestle with 2 x chair for Pigeonhole
- Risers for Media
- 7 x Pacific Green Chairs for stage & matching coffee tables
- 7 x 18 degrees glass water bottles for panelists on stage and for all 8 x SI booths seats
- Catering for water all delegates outside in existing set up (pre-function space)

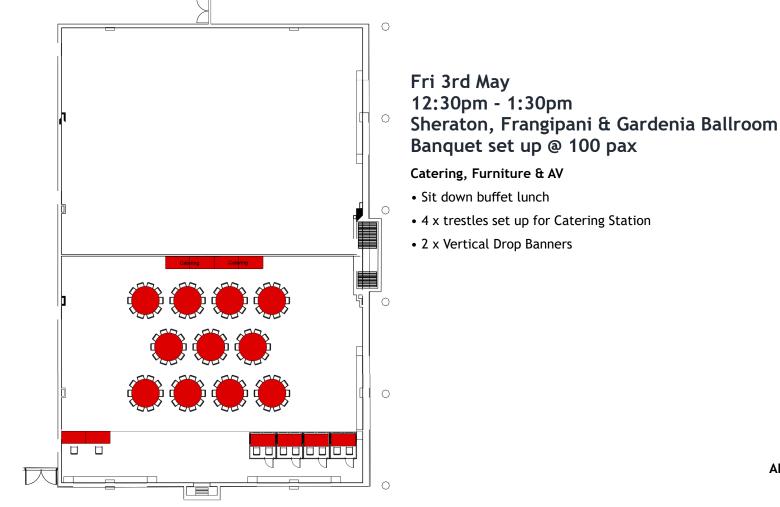
ADB Room Manager

Rachel Carreon - 7790122 Albert Arrubio - 7790123 Cyn Martinez - 7790108 Rommel Samia - 7790109





Fri 3rd May - Governors Informal Lunch



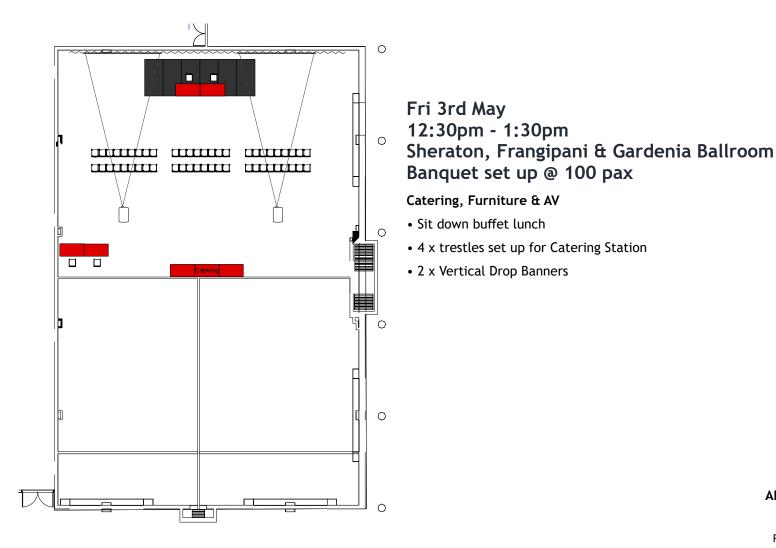
ADB Room Manager

Cyn Martinez 7790108 Rommel Samia 7790109 Paul Barcena 7790111





Fri 3rd May - Directors Event (Screening of Plastic Oceans Video)

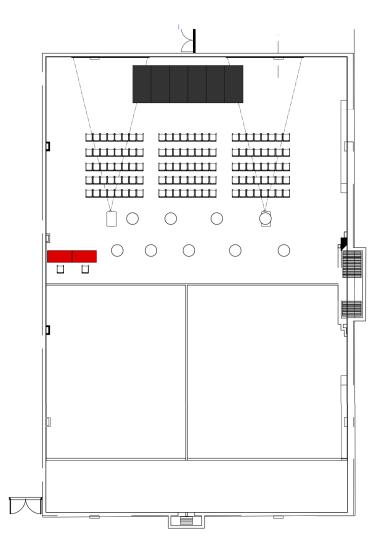


ADB Room Manager

Cyn Martinez 7790108 Rommel Samia 7790109 Paul Barcena 7790111



Sat 4th May - Future Host Country Event



Sat 4th May 5:30pm - 6:30pm Sheraton, Orchid Ballroom Theatre @ 150 pax

Catering, Furniture & AV

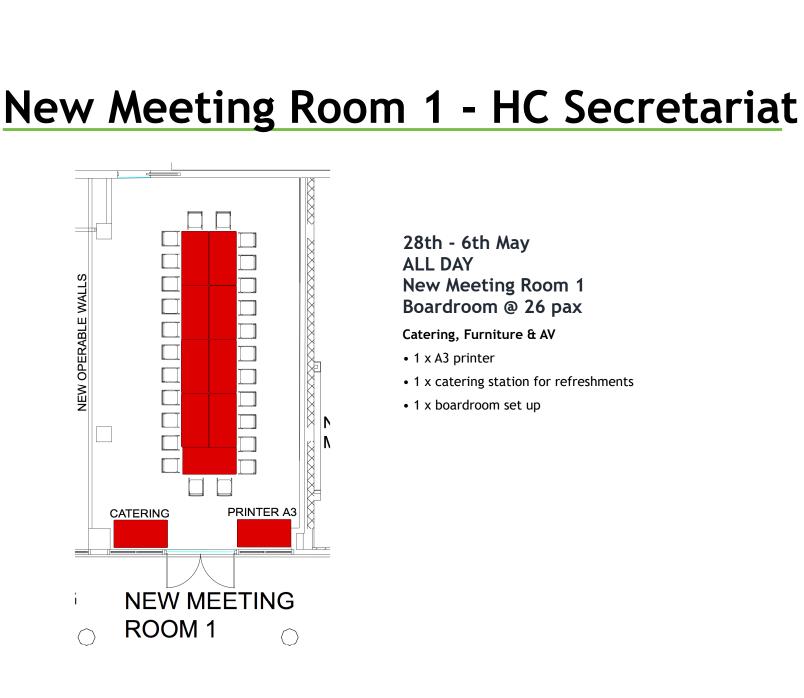
- 2 x Projector
- 2 x trestle for ops with 2 x chairs
- 1 x lectern with microphone
- SI Booths confirm with Korea
- Roving canapes mid event with alcohol (no chef)
- 9 x cocktail tables
- Backdrop provided by Korea & installed by Microhire

ADB Room Manager Cyn Martinez 7790108 Rommel Samia 7790109



Sheraton - New Meeting Room Spaces





28th - 6th May **ALL DAY** New Meeting Room 1 Boardroom @ 26 pax

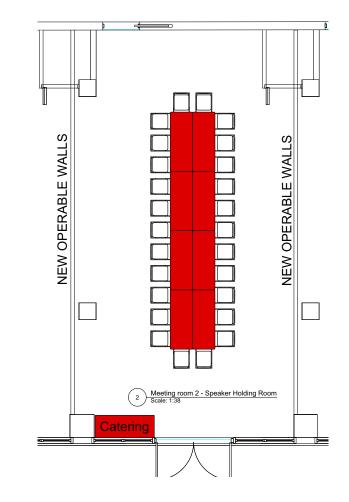
- 1 x A3 printer
- 1 x catering station for refreshments
- 1 x boardroom set up







New Meeting Room 2 - VIP Speaker Holding Room / Meeting Space



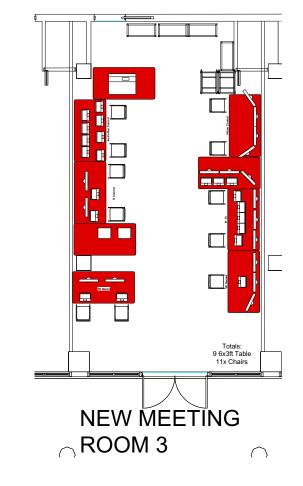
28th - 6th May ALL DAY New Meeting Room 2 Boardroom @ 26 pax

- 1 x catering station for refreshments
- 1 x boardroom set up





New Meeting Room 3 -AV & Tech Master Control Room

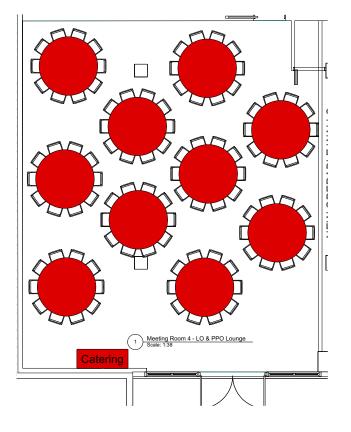


28th - 6th May ALL DAY New Meeting Room 3 Boardroom @ 11 pax

- \bullet 9 x trestle tables for AV equipment set up
- 11 x chairs



New Meeting Room 4 -LO & PPO Lounge



28th - 6th May ALL DAY New Meeting Room 4 Boardroom @ 100 pax

- 1 x Fridge stocked with water
- 1 x Catering station set up with 2 x trestles
- 1 x Lounge or Banquet set up

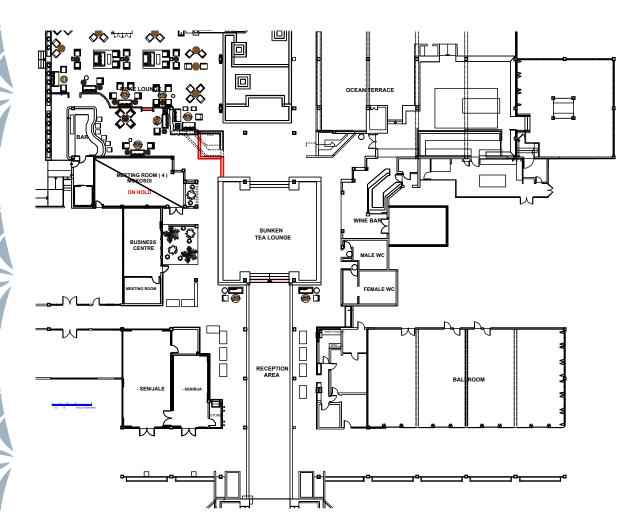




Westin - Foyer Areas



Westin Foyer



Please include the following as per marked up plan

- 3m x 2m booth for ADB Information & IT Desk
- 1 x trestle table for Vodafone
- 2 x areas for phone charging stations
- Catering areas as per allocations on mark ups

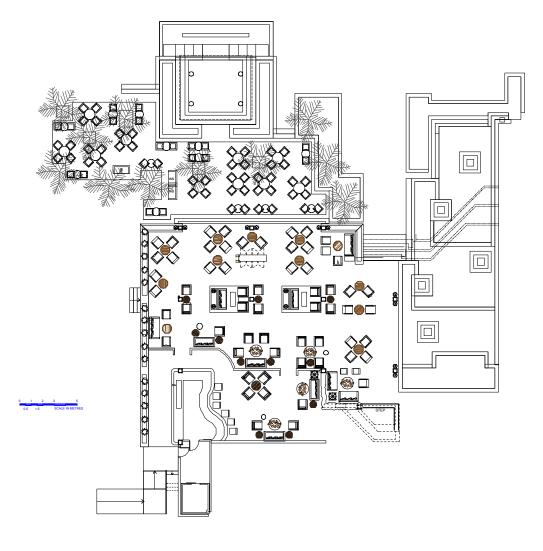
Signage:

3 x Hanging Banners (Double Sided)





AFE-ADB Cocktail Reception -Westin Meke Lounge



Wednesday 1st May 6:00pm - 8:00pm Westin, Meke Lounge Cocktail @ 40 pax

Catering, Furniture & AV

- 10 x cocktail tables
- Use of existing cocktail furniture
- 1 x floor/standing microphone
- 1 x wireless handheld microphone
- Piped in music using existing system
- 1 x registration desk with 3 x chairs

ADB Room Manager

Marilou dela Cruz 7790116 Cita Cuevas 7790117 Cecile Pacheco 7790118 Tara Biollo - +61 426 118 419 (Rosie) Riin Rodenberg - 930 5211 (Rosie)

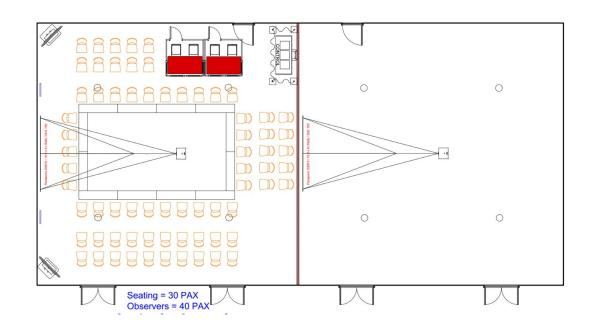


Westin - Meetings in Senirosi Rua & Dua





Wed 1st May - AFE-ADB 33rd Annual General Meeting & CAREC Forum



ADB Room Manager

Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115 Wed 1st May 1:30pm - 3:00pm 3:15pm - 5:15pm Westin, Senirosi Dua Theatre @ 40 pax

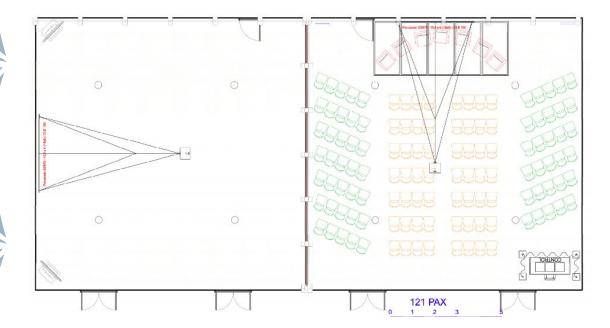
Catering, Furniture & AV

- 1 x Projector & screen
- 2 x Social media LCD screens (side of the room)
- 1 x trestle for ops with 2 x chairs
- 2 x SI Booths
- 16 x table microphones
- 3 x wireless handheld microphones
- + 2 x trestle table catering coffee, cookies $\ensuremath{\mathfrak{k}}$ water
- for both sessions and outside
- 20 x banquet chairs on standby for this meeting
- 2 x fabric frame boxes inside room for duration of event
- 30 x 18 degrees glass water bottles with glass for head table

for CAREC Meeting - videocon requested CODEC equipment will be provided by ADB IT



Wed 1st May - Discussions on ADB Strategy 2030's Operational Priorities



Wed 1st May 2:00pm - 4:30pm Westin, Senirosi Rua Theatre @ 100 pax

Catering, Furniture & AV

- 1 x Projector & screen
- 1 x trestle for ops with 2 x chairs
- 7 x blue panel chars with 4 x coffee tables
- 1 x lectern w microphone
- 4 x Handheld mics on stage
- 1 x Handheld for moderator
- 3 x standing mics for audience
- Catering stations set up for Water only outside of the room
- 7 x 18 degrees glass water bottles on the stage
- Cyn to check if panelists need microphones
- 2 x Fabric frame boxes for duration of event
- 1 x Fabric sock media wall large backdrop only used for this one session

ADB Room Manager

Suzanne Nazal 7790218 Erin Lumanta-Sea 7790219 Paul Barcena 7790111 France Abcede 7790138



Thu 2nd of May- Meeting between CSO & ADB Management



Thu 2nd of May 9:45am - 10:45am Westin, Senirosi Rua Theatre @ 125 pax

Catering, Furniture & AV

- 1 x Projector
- 2 x Blue panel chairs and 1 small round table for panel
- digital/printed backdrop
- 2 x 18 degrees glass bottles on stage for panelists
- 1 x trestle for ops with 2 x chairs
- 1 x Camera riser at back of room
- 2 x wireless handheld microphones for stage
- 4 x wireless handheld microphones for audience
- 2 x standing mics
- Station for catering (coffee, tea, cookies $\ensuremath{\mathfrak{k}}$ water) to be outside of room
- 2 x fabric frame boxes
- 1 x fabric sock media wall large backdrop

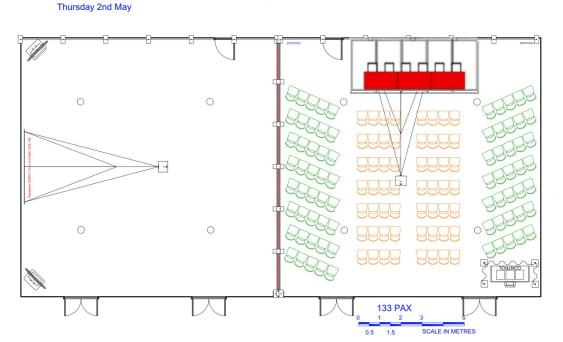
Suzanne Nazal 7790218 Erin Lumanta-Sea 7790219 Paul Barcena 7790111 France Abcede 7790138

ADB Room Manager





Institutional Event 1: ADB's Development Effectiveness in 2018



Thu 2nd of May 11:00am - 12:00pm Westin, Senirosi Rua Theatre @ 120 pax (set 130 pax)

Catering, Furniture & AV

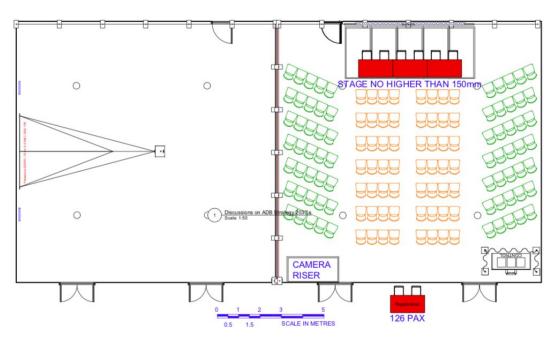
- 6 x Blue panel chairs & 3 x coffee tables
- 6 x 18 degrees glass bottles on stage for panelists
- 1 x Projector and screen
- 1 x lectern with microphone
- 1 x wireless microphone
- 1 x trestle for ops with 2 x chairs
- 2 x handheld microphones
- 6 x panel microphones
- 2 x trestles outside for catering stations outside
- 1 x registration table (outside room) with chairs
- 2 x fabric frame boxes
- 1 x fabric sock media wall large backdrop

ADB Room Manager Cyn Martinez - 7790108 Paul Barcena - 7790111

France Abcede - 7790138



Thu 2nd of May- CSO Panel: Impact of ADB's Energy Policy and the Paris Agreement (NGO Forum on ADB)



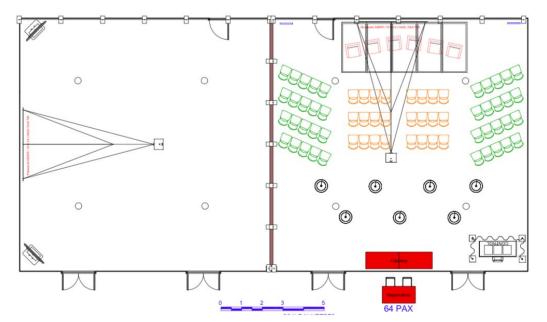
ADB Room Manager

Suzanne Nazal 7790218 Erin Lumanta-Sea 7790219 Paul Barcena 7790111 France Abcede 7790138

Thu 2nd of May 12:30am - 2:00pm Westin, Senirosi Rua Theatre @ 130 pax

- 3 x head table with 6 x banquet chairs & covers
- 6 x 18 degrees glass bottles on stage for panelists
- 1 x Projector and screen
- 1x lectern with mic
- 6 x tabletop microphones
- 3 x standing microphones in the audience
- 1 x trestle for ops with 2 x chairs
- 2 x trestles for catering station outside of room
- 2 x fabric frame boxes
- 1 x fabric sock media wall large backdrop





ADB Room Manager

Thu 2nd of May 2:30am - 4:30pm Westin, Senirosi Rua Theatre @ 64 pax

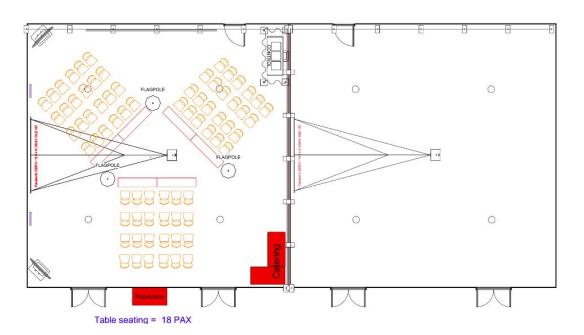
Catering, Furniture & AV

- 2 x LCD screens
- 1 x Project and screen
- 6 x blue panel chairs and 3 x coffee tables
- 6 x 18 degrees glass bottles on stage for panelists
- 1x lectern with mic
- 3 x wireless microphones
- 2 x floor/standing microphones
- 1 x trestle for ops with 2 x chairs
- 7 x cocktail tables at the back of the room
- 2 x catering station inside room
- 1 x Registration table (outside)
- 2 x Fabric frame boxes
- 1 x Fabric sock media wall large backdrop

Cvn Martinez 7790108 Paul Barcena 7790111 France Abcede 7790138



Thu 2nd of May- PRC-JPN-KOR Trilateral Finance Ministers and Central Bank Governors Meeting



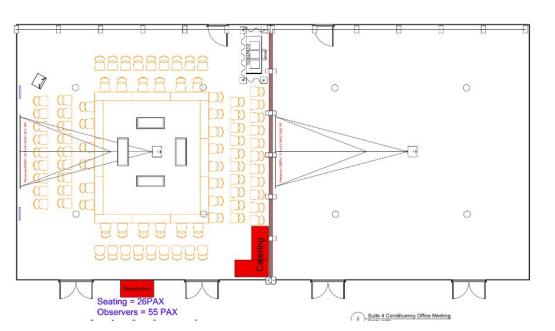
Thu 2nd of May 11:00am - 12:00pm Westin, Senirosi Dua Triangular @56pax

Catering, Furniture & AV

- 1 x Digital Backdrop
- 1 x Projector
- 2 x plasma screens for social media
- 1 x trestle for ops with 2 x chairs
- 3 x flagpoles (Flags provided by Rosa)
- 18 x table microphones
- 18 x 18 degrees glass bottles on stage for head table
- 2 x trestle tables catering inside room
- 2 x Fabric Frame Boxes in room for duration of event







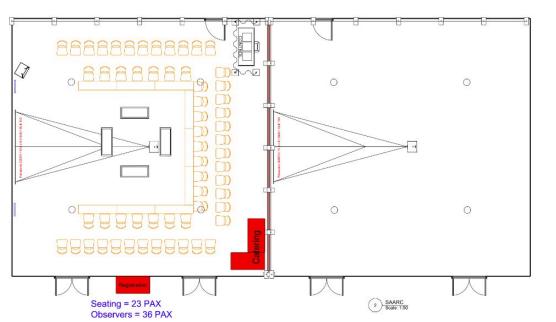
Thu 2nd of May 2:00pm - 4:00pm Westin, Senirosi Dua Hollow rectangle @85pax

Catering, Furniture & AV

- 1 x Digital backdrop
- 1 x Projector and screen
- 1 x lectern with microphone
- 13 x table microphones
- 8 x wireless handheld microphone
- 1 x trestle for ops with 2 x chairs
- 4 x foldback monitors
- 2 x LCD screens for social media
- 26 x 18 degrees glass bottles on stage for head table
- 2 x Trestle table inside room for catering
- 2 x Fabric Frame Boxes in room for duration of event



Thu 2nd of May- South Asian Association for Regional Cooperation Finance Ministers Meeting



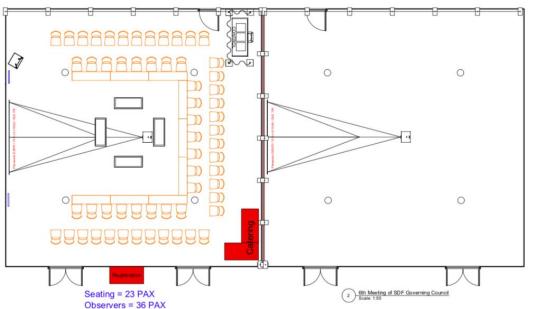
Thu 2nd of May 4:30pm - 6:30pm Westin, Senirosi Dua Hollow square @58pax

Catering, Furniture & AV

- 1 x Projector and screen
- 1 x lectern with mic
- 1 x wireless handheld microphone
- 23 x table microphones
- 1 x trestle for ops with 2 x chairs
- 4 x foldback monitors
- 2 x LCD screens for social media
- 23 x 18 degrees glass bottles on stage for head table
- 2 x Catering station inside room
- 2 x Fabric Frame Boxes in room for duration



Thu 2nd of May- 6th Meeting of SDF Governing Council



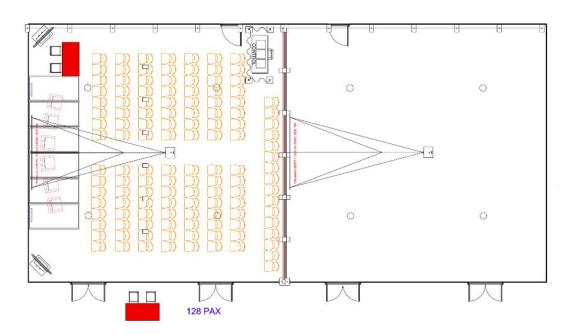
Thu 2nd of May 6:30pm - 7:30pm Westin, Senirosi Dua Hollow square @58pax same setup as SAARC

Catering, Furniture & AV

- 1 x Projector and screen
- 1 x lectern with mic
- 1 x wireless handheld microphone
- 23 x table microphones
- 2 x LCD screens for social media
- 1 x trestle for ops with 2 x chairs
- 24 x 18 degrees glass bottles on stage for head table
- 2 x Fabric Frame Boxes in room for duration



Fri 3rd of May- Institutional Event 2: Improving Project-Level Grievance Redress Mechanisms and Accountability



ADB Room Manager Rachel Carreon 7790122 Sandy Urbano 7790124

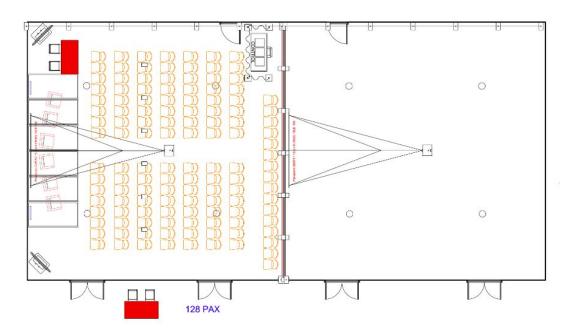
France Abcede 7790138

Fri 3rd of May 9:00am - 10:00am Westin, Senirosi Dua Theatre style @120pax Catering, Furniture & AV

- 3 x tables head table & 6 x chairs for stage
- 1 x Projector and Screen
- 1 x lectern with mic
- 2 x floor/standing microphones
- 6 x panel microphones
- 1 x wireless handheld microphone
- 1 x trestle for ops with 2 x chairs
- 6 x 18 degrees glass bottles on stage for head table
- 1 x registration table with 2 x chairs (outside)
- 1 x table and chair for Pigeonhole admin
- 2 x trestles for catering station outside room
- 2 x Fabric Frame Boxes in room for duration



Fri 3rd of May- Institutional Event 3: ADB's New Procurement Framework and Business Opportunities



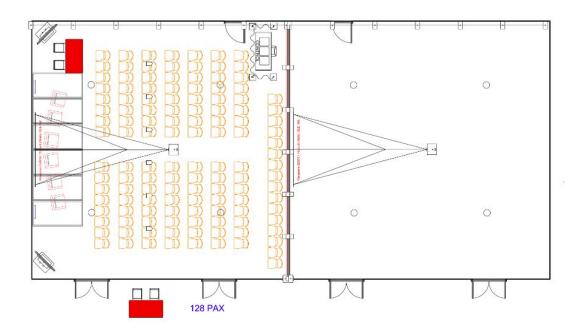
Fri 3rd of May 2:30pm - 3:30pm Westin, Senirosi Dua Theatre style @120pax

Catering, Furniture & AV

- 3 x tables head table & 6 x chairs for stage
- 1 x Projector and Screen
- 1 x lectern with mic
- 2 x floor/standing microphones
- 6 x panel microphones
- 1 x wireless handheld microphone
- 1 x trestle for ops with 2 x chairs
- 6 x 18 degrees glass bottles on stage for head table
- 1 x registration table with 2 x chairs (outside)
- 1 x table and chair for Pigeonhole admin
- 2 x trestles for catering station outside room
- 2 x Fabric Frame Boxes in room for duration

ADB Room Manager Rachel Carreon 7790122 Sandy Urbano 7790124 France Abcede 7790138

Fri 3rd of May- Institutional Event 4: Sink or Sync: Managing Natural Resources and Vulnerability in Asia and the Pacific



ADB Room Manager Rachel Carreon 7790122 Sandy Urbano 7790124

France Abcede 7790138

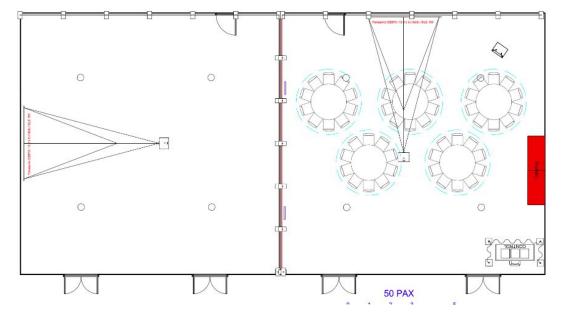
Fri 3rd of May 4:00pm - 5:00pm Westin, Senirosi Dua Theatre style @120pax

- 3 x tables head table & 6 x chairs for stage
- 1 x Projector and Screen
- 1 x lectern with mic
- 2 x floor/standing microphones
- 6 x panel microphones
- 1 x wireless handheld microphone
- 1 x trestle for ops with 2 x chairs
- 6 x 18 degrees glass bottles on stage for head table
- 1 x registration table with 2 x chairs (outside)
- 1 x table and chair for Pigeonhole admin
- 2 x trestles for catering station outside room
- 2 x Fabric Frame Boxes in room for duration





Fri 3rd of May- JCIF Breakfast Meeting



Fri 3rd of May 7:30am - 8:30am Westin, Senirosi Rua 5 x 10 pax roundtables @50pax

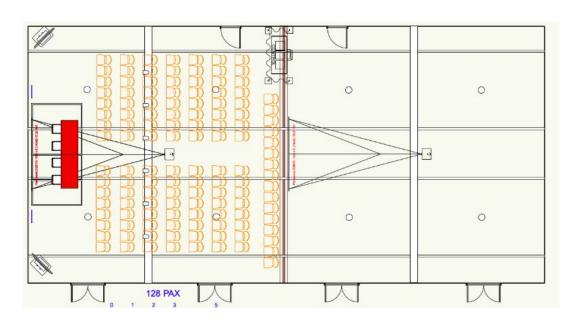
Catering, Furniture & AV

- 1 x Projector and screen
- 1 x lectern and microphone
- 1 x lapel mic for MC
- 2 x fabric frame boxes in room for duration
- 2 x trestles for catering station for buffet breakfast inside room
- Plated breakfast
- 1 x ops desk with 2 x chairs

ADB Room Manager Cyn Martinez 7790108 Paul Barcena 7790111 France Abcede 7790138



Saturday 4th of May - Side Event: New Tools for Sustainable Infrastructure Development



Sat 4th of May 9:00am - 10:30am Westin, Senirosi Dua Theatre style @120pax

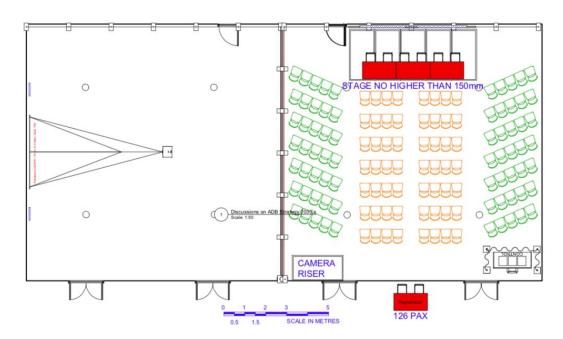
Catering, Furniture & AV

- 1 x head table with 4 x banquet chairs
- 4 x 18 degrees glass bottles on stage for head table
- 1 x Projector and Screen
- 2 x LCD screens for social media
- 1 x lectern with microphone
- 2 x floor/standing microphones
- 6 x tabletop microphones
- 1 wireless microphone
- 1 x trestle for ops with 2 x chairs
- 1 x table and chair for Pigeonhole admin
- 6 x 18 degrees glass bottles on stage for head table
- 1 x Registration table with 2 x chairs
- 2 x fabric frame boxes in room for duration
- 2 x trestles for catering station outside room

ADB Room Manager Rachel Carreon 7790122 Sandy Urbano 7790124 France Abcede 7790138



Saturday 4th of May - Civil Society Panel: Unpacking the Delivery of ADB's Safeguard Policy Statement (NGO Forum on ADB)



Sat 4th of May 10:30am - 12:00pm Westin, Senirosi Rua Theatre @ 120 pax

Catering, Furniture & AV

- 1 x head table with 6 x banquet chairs & covers
- 1 x Projector and screen
- 1x lectern with mic
- 6 x tabletop microphones
- 3 x standing microphones in the audience
- 6 x 18 degrees glass bottles on stage for head table
- 1 x trestle for ops with 2 x chairs
- 2 x trestles for catering station outside room
- \bullet 2 x fabric frame boxes in room for duration

ADB Room Manager

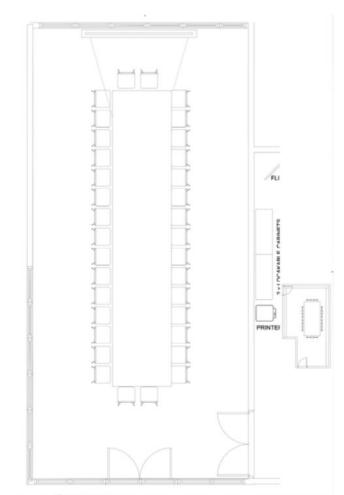
Suzanne Nazal 7790218 Erin Lumanta-Sea 7790219 Paul Barcena 7790111 France Abcede 7790138



Westin - Senijale



Wed 1st of May - AFE-ADB Chapter Coordinator's Meeting



Wed 1st of May 8:00am - 11:00am Westin, Senijale Hollow rectangle @ 33pax

Catering, Furniture & AV

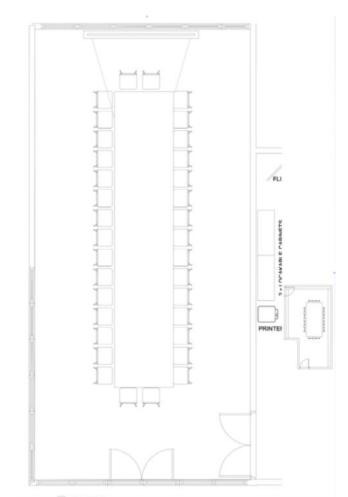
- 1 x Table and chairs for 13 and additional chairs for 20 around the side
- 2 x wireless handheld microphones
- 4 x table microphones
- 1 x Projector and screen
- 1 x trestle table with catering
- 1 x Fabric Frame Boxes in room for duration

ADB Room Manager

Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115



Wed 1st of May - Constituency Coordination Luncheon Meeting



Wed 1st of May 12:00pm - 3:00pm Westin, Senijale Hollow rectangle @ 25pax

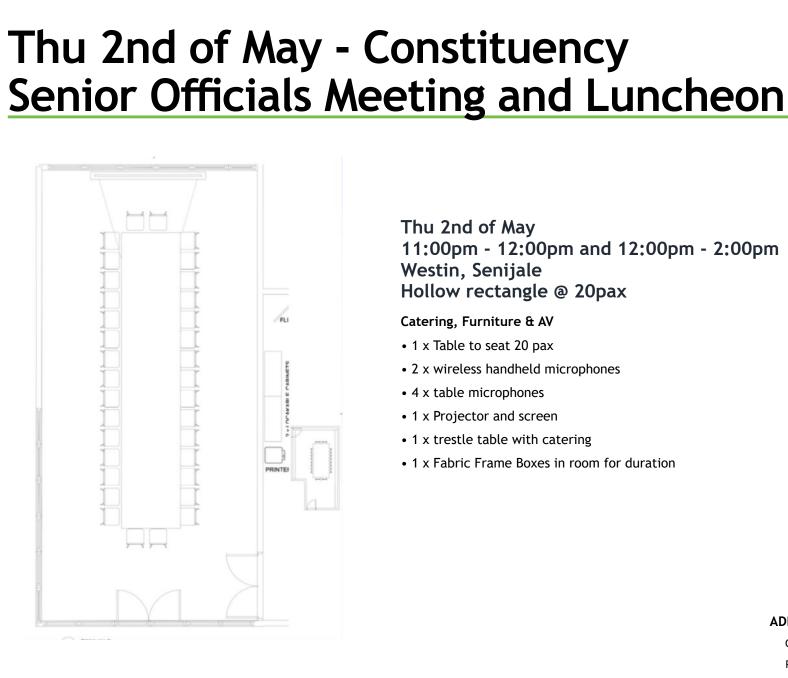
Catering, Furniture & AV

- 1 x Table to seat 25 pax
- 2 x wireless handheld microphones
- 4 x table microphones
- 1 x Projector and screen
- 1 x trestle table with catering
- 1 x Fabric Frame Boxes in room for duration

ADB Room Manager

Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115





Thu 2nd of May 11:00pm - 12:00pm and 12:00pm - 2:00pm Westin, Senijale Hollow rectangle @ 20pax

Catering, Furniture & AV

- 1 x Table to seat 20 pax
- 2 x wireless handheld microphones
- 4 x table microphones
- 1 x Projector and screen
- 1 x trestle table with catering
- 1 x Fabric Frame Boxes in room for duration

ADB Room Manager

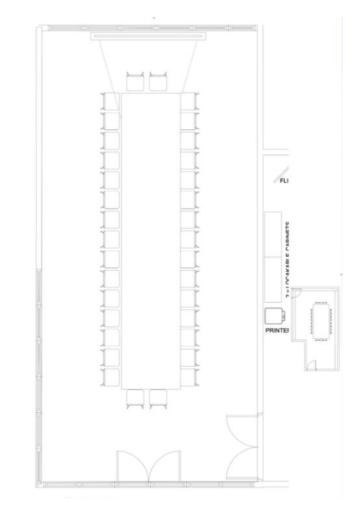
Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115







Fri 3rd of May - Constituency Breakfast



Fri 3rd of May 7:30am - 8:30am Westin, Senijale Hollow rectangle @ 30pax

Catering, Furniture & AV

- 1 x Table to seat 30 pax
- 2 x wireless handheld microphones
- 4 x table microphones
- 1 x Projector and screen
- 1 x trestle table with catering
- 1 x Fabric Frame Boxes in room for duration

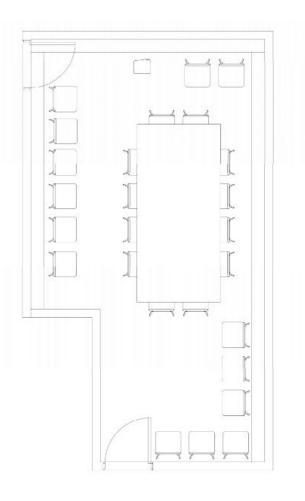
ADB Room Manager

Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115



Westin -Senirosi Boardroom





Thu 2nd of May 9:00am - 11:00am Westin, Senirosi Boardroom

Thu 2nd of May - Bilateral meetings of

Korea Deputy Prime Minister

Sat 4th of May 8:00am - 2:00pm Westin, Senirosi Boardroom Catering, Furniture & AV

- 1 x trestle table for catering station
- 14 x chairs to the side of the room

ADB Room Manager

Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115





Thu 2nd of May -

French Delegation Meeting

Thu 2nd of May 1:00pm - 2:00pm Westin, Senirosi Boardroom Catering, Furniture & AV

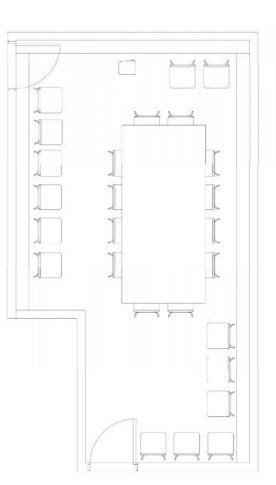
- 1 x trestle table for catering station
- 14 x chairs to the side of the room

ADB Room Manager

Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115







Fri 3rd of May 8:00am - 9:00am Westin, Senirosi Boardroom

Catering, Furniture & AV

- 1 x trestle table for catering station
- 14 x chairs to the side of the room

ADB Room Manager

Cyn Martinez 7790108 Paul Barcena 7790111 Nathan Casuncad 7790115



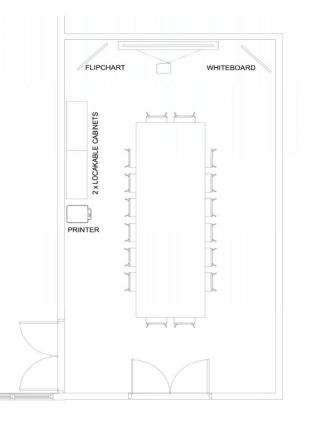
Fri 3rd of May -German Delegation Meeting



Westin - Senibua



Tues 30th April -Sat 4th of May - CSO OFFICE



SENIIBUA Scale: 1:35

1

Tues 30th April - Sat 4th of May Westin, Senibua



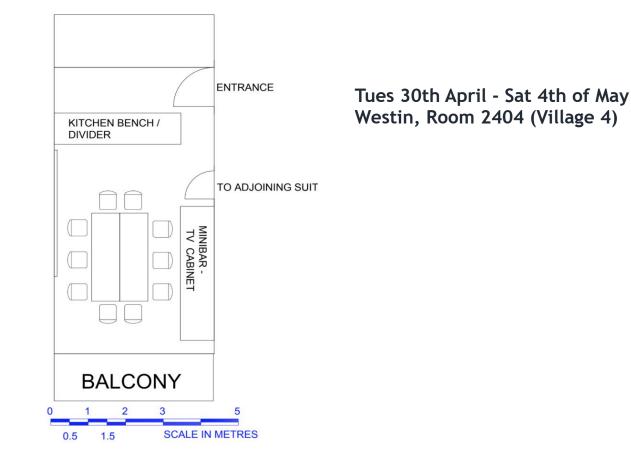


Westin -Room 2404 (Village 4)





Tues 30th April - Sat 4th of May -CSO MEETING ROOM



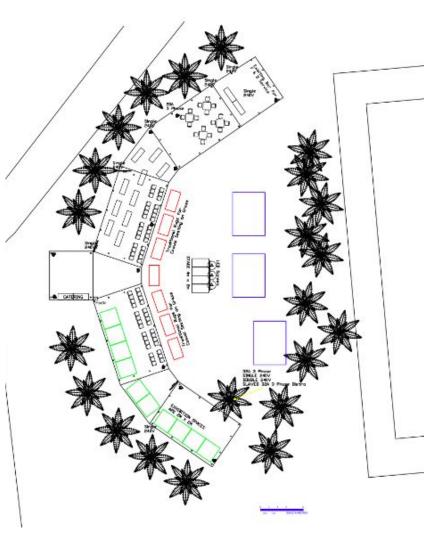


Westin - Coco Palms





CSO Events - Coco Palms



Thur 2nd May - Learning with Partners @ 3:30pm - 5:00pm

Thur 2nd May - Talanoa Opening Reception @ 5:00pm - 6:00pm

Fri 3rd May - Learning With Partners Opportunities and Challenges for Young womens economic empowerment in the Pacific. @ 9:00am - 10:30am

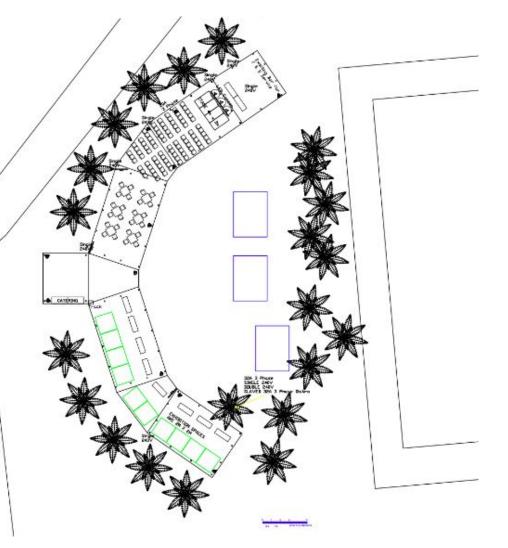
Fri 3rd May - Learning with Partners Gender Based Violence and the rise in Climate Related Disasters @ 4:00pm - 5:30pm

> ADB Room Manager Suzanne Nazal 7790218 Erin Lumanta-Sea 7790219





CSO Events - Coco Palms -Wet Weather Option 1



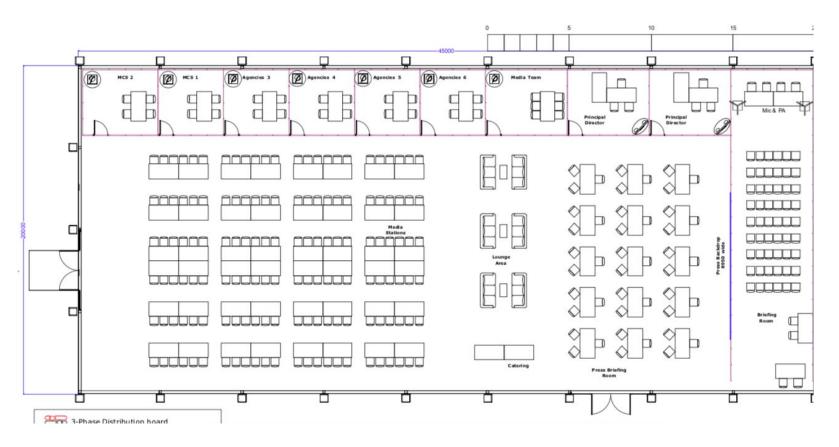
ADB Room Manager Suzanne Nazal 7790218 Erin Lumanta-Sea 7790219



Marquees

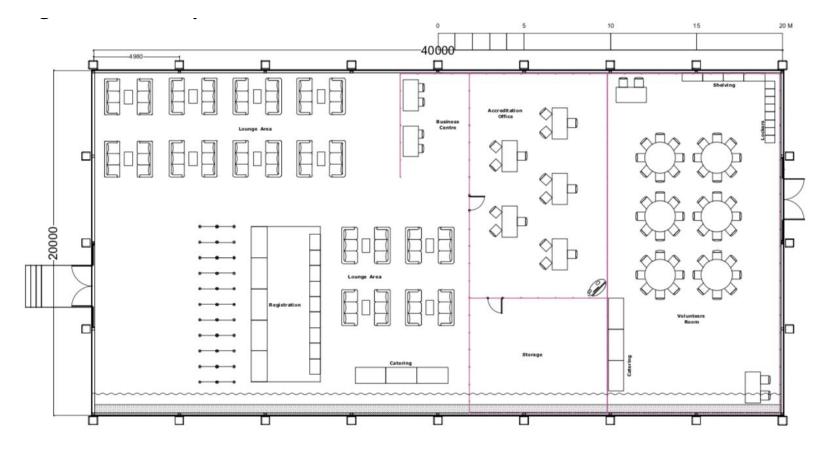


Media Centre Pro Shop Lawn





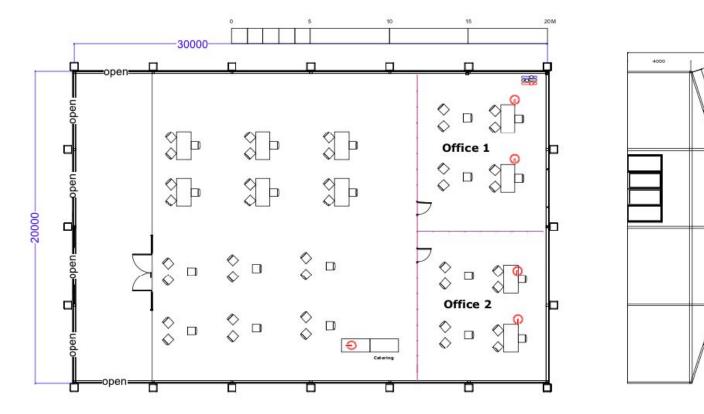
Registration Marquee DGRC







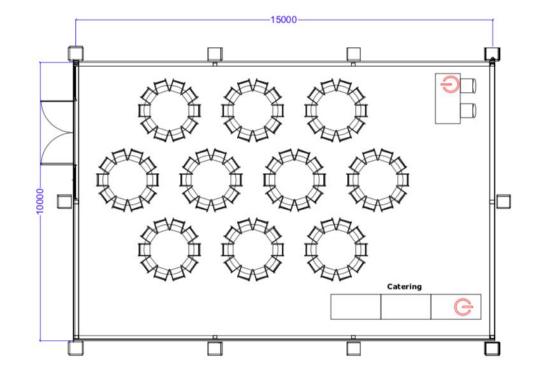
Tappoo Land Marquee

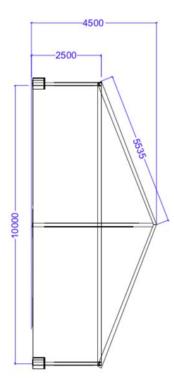






Croquet Lawn Marquee







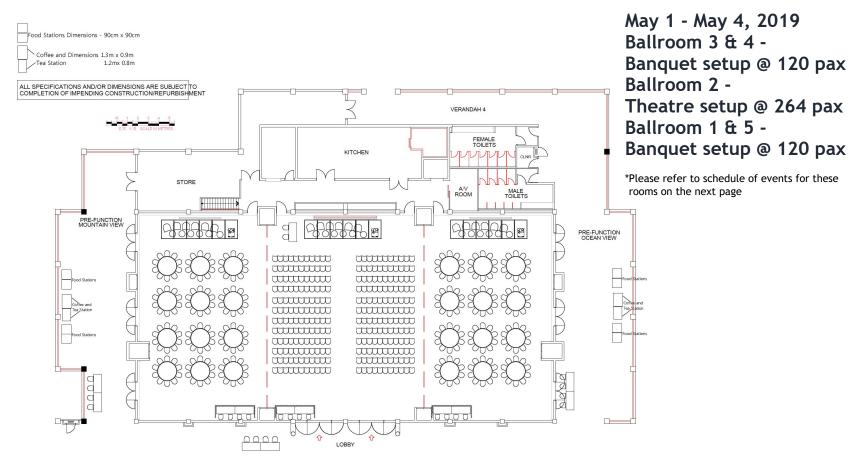








Sofitel - Sofitel Ballroom





Sofitel - Sofitel Ballroom

May 1

AMRO Report Launch ASEAN+3 Regional Economic Outlook @ 8:00am - 10:00pm AMRO Building Capacity and Connectivity for the new economy in East Asia @ 10:00am - 12:00pm

May 2

Pacific Priorities and Private Sector Solutions @ 11:00am - 12:30pm NEC Corporation - Connectivity for Development @ 12:30pm - 2:00pm IDF - Accelerating Private sector financing @ 12:30pm - 2:00pm ADB Seminar - Ocean Health Actions from Source to Sea @ 3:00pm - 4:30pm Joint ADB - IMF - Is debt sustainability a cause for concern @ 5:00pm - 6:30pm

May 3

ADB Seminar - Digital solutions for a more livable future in Asia and the Pacific Region @ 9:00am - 10:30am OMFIF & ADB Joint Seminar @ 12:00pm - 1:30pm

UNDP & ADB Joint Seminar achieving the 2030 agenda through strengthened partnership for development @ 12:30pm - 2:00pm ADB Seminar Renewable energy investing in the Asian Pacific - The fast changing model @ 2:00pm - 3:30pm

May 4

ADB Seminar trading up; Economic empowerment and gender equality @ 9:00am - 10;30am

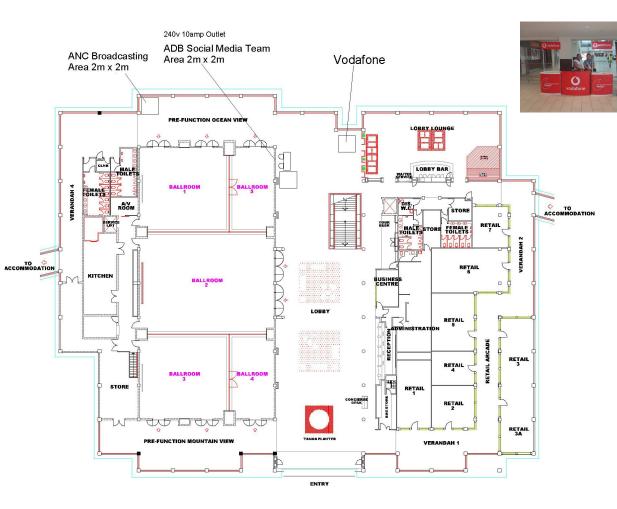
IFR Thomson Reuters; Mobilising capital markets for sustainable infrastructure - Connecting institutional investors with Asian Development @ 12:30pm - 2:00pm

Joi scientific / AFC Energy Prosperity through unity powered by the hydrogen economy @ 12:30pm - 2:00pm





Sofitel - Foyer



May 1 - May 4, 2019 Sofitel Foyer

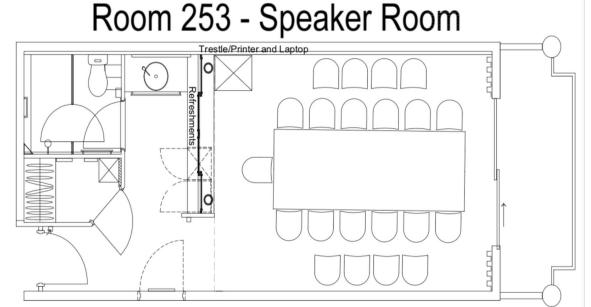
Catering, Furniture & AV

- Vodafone Booth brought in by the supplier
- 2 x chairs provided to by the venue
- 1 x Social media broadcast team require 1 x coffee table and 2 x chairs
- 1 x ANC broadcasting area
- 1 x coffee table and 2 x chairs





Sofitel - Speaker Room 253



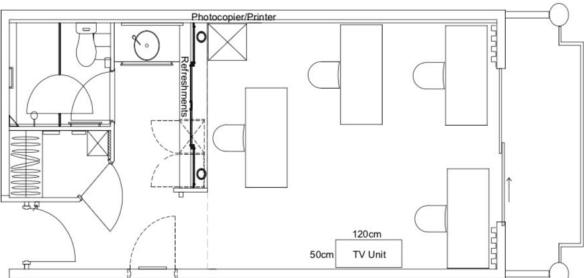
May 1 - May 4, 2019 Speaker Room 253, Sofitel Boardroom set up, 21 pax





Sofitel - Seminar Coordinator Office Room 252

Room 252 - Seminar Co-Ordinator Room



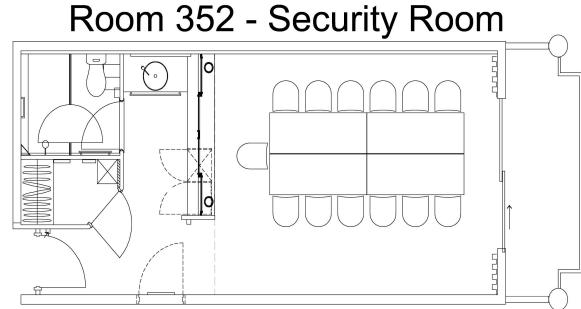
May 1 - May 4, 2019 Seminar Coordinators Office Room 252, Sofitel Office set up @ 4pax Catering, Furniture & AV

- 4 x Trestle Tables to seat 4 pax
- Catering using existing kitchen
- 1 x TV existing in room
- 1 x Printer





Sofitel - Security Office - Room 352



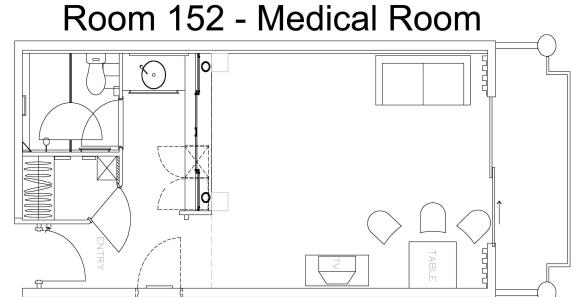
May 1 - May 4, 2019 Security Room 352, Sofitel Boardroom style @ 13pax Catering, Furniture & AV

- 4 x Trestle Tables to seat 13 pax
- Catering using existing kitchen





Sofitel - Medical Room



May 1 - May 4, 2019 Medical Room 152, Sofitel Clear room own items brought in Catering, Furniture & AV

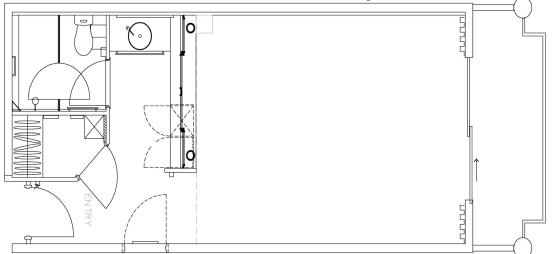
- 1 x lounge
- 1 x Cafe table with 3 x chairs
- TV to remain in room
- Catering using existing kitchen





Sofitel - Converted Rooms

Rooms 353 & 354 - Prayer Room



May 1 - May 4, 2019 Prayer rooms 353 & 354, Sofitel Clear room - own items brought in Catering, Furniture & AV

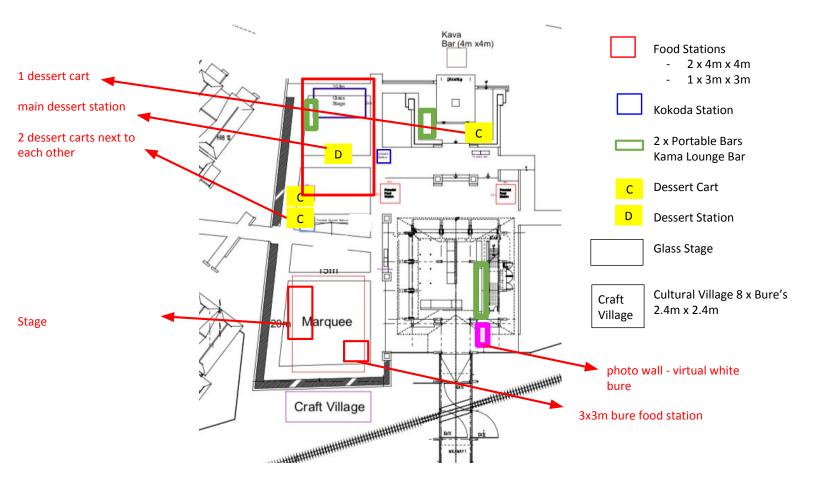
• Completely clear room no mirrors and no furniture



InterContinental



InterContinental -Host Country Reception







InterContinental - Foyer (Registration)

Stairs to the bottom foyer		existing Check in desk
Check in	Registration / check in desk	

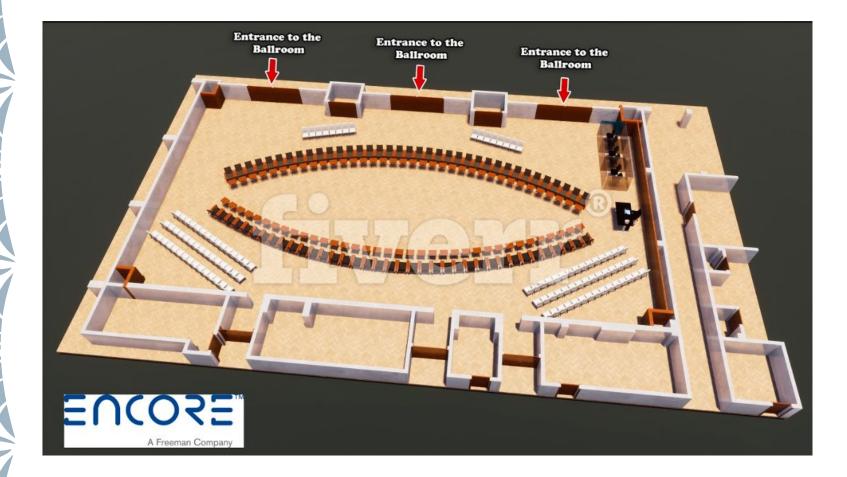
PORTE COCHERE DRIVEWAY

Updates

- For the HC Event the attendees will need to be registered as they get off the coaches before entering the event venue, this will be handled by the Registration Team.
- Trestle tables along the promenade for registration.
- It will be a quick process similar to the hotel's express check-in process. They register then head on to the HC Reception Event.



InterContinental - Governors Plenary





52nd Annual Meeting of the Board of Governors (Fiji 2019)

Asian Development Bank

Proposed Line-up for group photograph with Guest of Honour

3 May 2019, 4:30p.m., InterContinental Fiji

58	5	9	60	61	6	2	63	64	6	5	66	67	68	6	9	70	71	7	2	73	74	1	75	76	77	7
	38	3	9	40	41	42	2 43	3 4	4	45	46	4	7	48	49	5	50	51	52	5	3	54	55	5	5 5	7
	1	9	20	21	2	2	23	24	2	5	26	27	28	2	9	30	31	3	2	33	34	<u>ا</u> :	35	36	37	Γ
		Γ	1	2	3	4	5	6		7	8		3	10	11	1	2	13	14	1	5	16	17	11	3	

1 Afghanistan 2 Amenia 3 Australia 4 Austria 5 Azerbaijan 6 Bangladesh 7 Belgium 8 Bhutan 9 Chair, Board of Governors 10 GUEST OF HONOR 11 President, ADB 12 Brunei Darussalam 13 Cambodia 14 Canada 15 China, People's Republic of 16 Cook Islands 17 Denmark 18 Fiji Islands

19 Finland 20 France 21 Georgia 22 Germany 23 Hong Kong, China 24 India 25 Indonesia 26 Ireland 27 Italy 28 Japan 29 Kazakhstan 30 Kiribati 31 Korea, Republic of 32 Kyrgyz Republic 33 Lao PDR 34 Luxembourg 35 Malavsia 36 Maldives

38 Micronesia, Federal States of 39 Mongolia 40 Myanmar 41 Nauru 42 Nepal 43 The Netherlands 44 New Zealand 45 Niue 46 Norway 47 Pakistan 48 Palau 49 Papua New Guinea 50 Portugal 51 Samoa 52 Singapore 53 Solomon Islands 54 Spain 55 Sri Lanka 56 Sweden

37 Marshall Islands, Republic of the

- 57 Switzerland
 - sa Tainei China

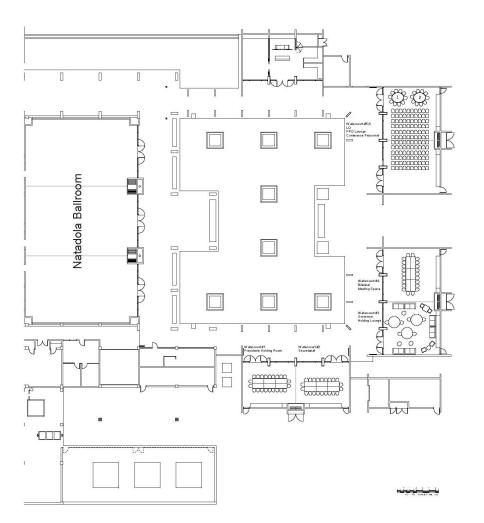
59 Tajikstan 60 Thailand 61 Timor-Leste, Democratic Republic of 62 Tonga 63 Turkey 64 Turkmenistan 65 Tuvalu 66 United Kingdom 67 United States 68 Uzbekistan 69 Vanuatu 70 Viet Nam 71 Vice President for Operations 2, ADB

- 72 Vice President for Operations 1, ADB
- 73 Vice President for Knowledge Management and Sustainable Development, ADB
- 74 Vice President for Private Sector and Cofinancing Operations, ADB
- 75 Vice President for Administration and Corporate Management, ADB
- 76 Vice President for Finance and Risk Management, ADB
- 77 Executive Director for Fili
- 78 The Secretary, ADB





InterContinental - Watercourt Room 1 (Presidents Holding Room)



May 3rd 2019 Water Court Room Meeting / Holding Rooms Water Court 1 Bilateral Meeting Room

Water Court 2 Host Country / ADB Secretariat

Water Court 3 Governors Holding Room

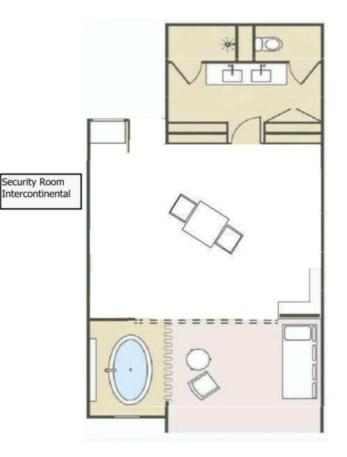
Water Court 4 AG Bilateral Room

Water Court 5 & 6 LO / PPO / Conference Personnel Lounge (when LO's are not in space / used as check in)





InterContinental Garden Resort -Security Room



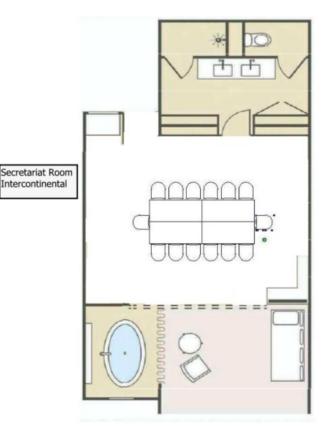
May 2 - May 4, 2019 Rooms Number TBD Clear room Catering, Furniture & AV

• Clear room out and keep dining table and chairs with lounge





InterContinental Garden Resort -Secretariat



May 2 - May 4, 2019 Rooms Number TBD Boardroom Setup @ 14 pax Catering, Furniture & AV • 4 x Trestle tables

- 14 x Chairs