

Summary of Transport Requirements by vehicle type:

	VIP cars with Liaison Officers	Regular sedan or any form of transport arrangement	Minibus	Shuttle service
For whom	<ul style="list-style-type: none"> (68) heads of delegations (2) ADB President and Spouse (2) former ADB President (5-8) Special Guest 	<p>Non-negotiable regular sedan:</p> <p>(1) The Secretary of the Bank (with Liaison Officer)</p> <p>(3) ADB Secretariat</p> <p>Regular Sedan or any form of transport</p> <p>(12) ADB Board of Directors</p> <p>(7) Management (Vice Presidents, Dean, ADBI)</p>	<ul style="list-style-type: none"> (3) ADB Secretariat 	<ul style="list-style-type: none"> All other participants
Total	80 VIP cars	<p>4 regular sedan (non-negotiable)</p> <p>19 regular sedan or any form of transport</p> <p>-----</p> <p>23 regular sedan</p>	3	
Reminders	<ul style="list-style-type: none"> Country code visibly displayed Conversation sheet provided English-speaking driver 	<ul style="list-style-type: none"> Conversation sheet provided English-speaking driver 	<ul style="list-style-type: none"> Signs visibly displayed English-speaking driver 	<ul style="list-style-type: none"> Airport to and from hotel Signs visibly displayed Hotel to and from meeting venue Venue to and from networking events Tours Program (if any)

Transport Arrangements

- The host country appoints a 24-hour Transport Coordinator to manage all transport arrangements.
- Transport staff are given training and briefings, including routes of all the hotels and venues.
- Parking and drop-off and pick-up points are clearly marked, and drivers are briefed on these.
- A transport arrangement dry run is conducted.
- If any public celebration, demonstration or other event is likely to disrupt traffic flow, the ADB Secretariat and participants should be advised, and alternative routes proposed.