

Criteria for Selecting a Host City for the Venue

Appendix 3

SELECTION CRITERIA	YES	NO
Accessibility of Venue		
Does the city have an international airport?		
If not, is the nearest airport within commuting distance from the city?		
From the nearby city, will participants reach the venue by train, by bus or by taxi?		
Is transport from the airport appropriate, safe and reasonably priced?		
Are the roads to and from the airport, and between the venue and the city center, safe and of good quality?		
Has the city already hosted conventions the size of the Annual Meeting?		
Does the host country have embassies in most ADB members?		
Is visa on arrival available?		
Suitability of City		
If the city is not the capital, is it known for its financial or business center?		
Is the city near sites of historical or cultural interest?		
Does the city have potential for a good accompanying persons program?		
Does the city have global technology facilities for media?		
Is the climate in April/May suitable for hosting an Annual Meeting?		
Is there a big city event (e.g., local celebration or parade) in May which will coincide with the date of the Annual Meeting, or whose rehearsals will coincide?		
Is the city used to handling protests/demonstrations?		
Does the city have a good metro or public transport system?		
Convention Center		
Does the city have a convention center large enough for the Annual Meeting?		
If so, has the convention center been used for other large international meetings?		
Does the convention center have up-to-date communications and other technical facilities?		
Is the convention center easily accessible (less than 20 minutes drive) from hotels? From the city?		

Convention Center - <i>continued</i>		
Does the convention center have facilities for persons with disabilities, e.g., wheelchair access throughout the building?		
Does the venue have an environmental policy including waste management?		
Are there facilities for catering up to 3,000 participants?		
Are there enough parking facilities?		
Are there adequate lounge areas available throughout the building?		
Is there a hospital nearby?		
Are there first aid facilities, emergency services and procedures?		
Is there a standby electric generator or other electric power source in case of power failure?		
Are meeting rooms equipped with simultaneous interpretation equipment?		
Are conference center staff trained to set up meeting rooms at short notice?		
Will any other conventions be held in the conference center before, during, and after the Annual Meeting?		
Is there an off-site area for the Registration Center?		
Hotel Accommodation and Function Rooms		
Does the city have 3,000 hotel rooms of a suitable standard (i.e. 4 - 5 star)?		
Do the standard hotel room rates range between \$150 and \$300 per room, with most being about \$250?		
Are there 4- and 5-star hotels close to the convention center to accommodate all the official delegates (around 1000), observers and ADB personnel?		
Are there enough cheaper hotel rooms (3 - 4 star) to accommodate Guests, CSOs and Delegates that may wish to stay in accommodation at less than \$100 - \$200 per night?		
Is there a venue or a hotel near the convention center with a ballroom large enough to host the President's Reception?		
Do the 5-star hotels have function rooms that would be suitable for hosting Annual Meeting related functions?		
Do the hotels practice water conservation and waste management?		
Human Resources		
Do people in hotels, restaurants and taxis speak English well enough?		
Are the people in the city familiar with international standards for services such as hotels and transport?		
Is there a large enough pool of human resources to support the Meeting? (with technology know-how)		
What are the relevant labor requirements e.g. working age, working hours?		
Are there plenty of qualified suppliers to choose from (e.g. printers, IT specialists, caterers)		