

## ADB Annual Meeting – Networking Events Requirements

Purpose	Guests	Date and Time	Venue	Concept / Ambience	Food and Beverage	Décor/Set up	Entertainment
<b>1. President's Reception</b>							
Hosted by the President and his spouse; to welcome participants to the Annual Meeting before the official opening; to enable the President and his spouse to personally greet participants; to enable participants to network	- All registered Annual Meeting participants - Local dignitaries and members of the diplomatic corps invited by the host country organizing committee  Around 1,500 – 2,000 persons anticipated (guaranteed number for catering is 1,500)	The evening before the opening session  6:30 to 8:30 p.m.	Inside or near the convention center (to enable the President and his spouse to get there quickly)  There should be sufficient space for a receiving line to enable guests (if required) to greet the President and his spouse	Business attire or national dress.  There are no speeches and no special program  Stand-up, elegant cocktail buffet reception	Cocktail/buffet menu with international and local cuisine comprising local specialties, Continental (e.g., Italian), and vegetarian. "Live" cooking stations are desirable. A variety of local desserts is preferred.  Usually, a beverage package is provided with local wines (if available) and beers, juices, soft drinks, and mineral water	A flavor of the host country. Each food stall should be decorated according to the type of food. All dishes should be labeled, particularly vegetarian items. Some tables and chairs should be available including high cocktail tables	Optional: A group of local musicians with traditional instruments. They perform near the receiving line initially (for 1 hour), then transfer to a stage inside the main venue of the reception.
<b>2. Treasury Department / Private Sector Operations Department Cocktail Reception</b>							
To allow bankers, institutional investors, private sector and cofinancing specialists to network	100-150 persons (guaranteed number for catering is 100)	Usually two days before the opening session	Hotel, restaurant or a significant tourist setting	Stand-up, elegant cocktail reception  High cocktail tables preferred	Assorted cocktail menu.  Usually, a beverage package is provided with local wines (if available) and beers, juices, soft drinks, and mineral water	Simple flower arrangement on tables Some tables and chairs Microphone with stand and sound system	None
<b>3. Media Reception</b>							
To brief media people and allow interaction with the Department of Communications staff	100-200 persons (guaranteed number for catering is between 100 and 150) Restricted—by invitation only	Usually one or two days before the opening session	At or near the convention center	Cocktail set up	International/local cuisine including vegetarian.  Beverages – local wines, soft drinks, and mineral water	Simple flower arrangement on tables	None

<b>4. Association of Former Employees of ADB (AFE-ADB) Cocktail Reception</b>							
To enable AFE- ADB members to network	Registered AFE – ADB members  Staff and special guests invited by AFE-ADB  120-200 persons (guaranteed number for catering is 120)	Three days before the opening session	At or near the convention center	Stand up, elegant cocktail reception  Speeches but no formal program  Registration desk & 3 chairs at entrance	Cocktail /buffet menu with international and local cuisine including vegetarian  Usually, a beverage package is provided, with local wines (if available) and beers, juices, soft drinks, and mineral water.	Buffet tables should be decorated. All dishes should be labeled, particularly vegetarian items. Some tables and chairs (for seating around 40 persons) should be available including around 10 high cocktail tables  1 microphone with stand and sound system	Typically, recorded background music over house sound system
<b>5. Informal Lunches for Governors</b>							
To allow high ranking delegates of ADB member countries, senior observers, special guests, and selected local dignitaries to meet over lunch	Around 250 persons anticipated (guaranteed number for catering is around 230)  Restricted—by invitation only	On the opening day or the following day depending on host country luncheon and guest of honor  12:30 p.m. preceded by cocktails at 12 noon	At or near the convention center (to enable the delegates to reach the venue soon after the opening session and to return in time for the afternoon business session)  Ideally in a different venue from the host country luncheon	Business attire. Sit-down, elegant, plated or buffet  No special program and no speeches. Lunch needs to be served within 1 hour to give sufficient time for delegates to prepare for the afternoon event	International/local cuisine – usually includes appetizer, main course (vegetarian & non-vegetarian, usually poultry or fish), dessert, and tea/coffee  Usually, a beverage package is provided with local wines (if available) and beers, juices, soft drinks, and mineral water	Head table flower arrangement, if sit-down lunch and simple flower arrangements for all other tables  Seating plan for head table, if sit-down, otherwise free seating	None
<b>6. Networking Lunches</b>							
To provide a venue for networking of participants	All registered participants	Four days	At the convention center	Light informal lunch	Salad, sandwich, dessert and water	High cocktail tables	None
<b>7. Secretariat Cocktails</b>							
To meet with Host Country Secretariat, and to say thank you	Around 100 persons anticipated (guaranteed number for catering is around 60 persons)	Usually on the last day of the Annual Meeting	At the convention center or nearby venue	Stand-up cocktails  High cocktail tables  Thank you speeches but no formal program	Assorted cocktail menu  Beverages – wines, Juices, soft drinks, and mineral water	Simple flower arrangement on tables  Microphone with stand and sound system	For discussion with host country secretariat