| **Objectives**  | **Outcome** |
| --- | --- |
| **GENERAL** |
| **a. ADB Organization:** ADB Annual Meeting Project; Role of ADB and Uzbekistan Secretariats; Host Organizing Committee (HOC) to appoint focal points for Media Liaison, NGO Liaison, Protocol, Seminars, Networking Events/accompanying persons' program and Security.* Provide organization chart and contact details of ADB counterparts to HOC
* Identify focal point for each unit
* Agree on when Government counterparts will be on board, and how to communicate with them
 |  |
| **b. HOC Organization and Liaison:** Organization of HOC; Role of Tashkent Committee; Role of Professional Congress Organizer (PCO); Role of travel agency (if any).* Provide organization chart(s) including areas of responsibilities and contact details of HOC counterparts
* Clarify division of responsibilities, tasks, functions, roles and delegated authority to sub-committees
* Clarify terms of reference of PCO (if any) and relationship with HOC
* Provide contact person for 2011 Annual Meeting hosts
 |  |
| **c. Communication*** Explain importance of frequent comprehensive email communication.
* Agree on channels of communication

Explain the need of providing a dedicated Help Desk during the Annual Meeting |  |
| **OVERALL PROGRAM** |
| **a. 2010 Annual Meeting Schedule (1 to 4 May 2010):** Tentative Schedule of Events; Schedule of Host Country Activities (Preparatory Actions for HOC); Future Missions.* Explain tentative Schedule of Events, and key events to HOC
* Agree on most likely mission dates (HOC visit to ADB HQ, ADB technical mission to Tashkent; and President’s mission to Tashkent)
 |  |
| **b. Schedule of host country activities:** * Go through schedule of host country activities and clarify or revise items as necessary.
 |  |
| **c. Requirements Manual (“Green Book”).*** Provide updated “Green Book” to HOC and point out major changes in latest version.
* Go through each chapter of Green Book, highlighting key points
* Clarify requirements as necessary
 |  |
| **TAX AND CUSTOMS EXEMPTION AND PAYMENTS** |  |
| **a. ADB’s Tax Exemption Status.** *(ref. Article 56 of the Charter)** Agree on scope of tax exempt status of ADB.
* Clarify procedures for tax exemption
* Confirm that HOC will inform institutions concerned of ADB’s tax exempt status so that invoices will not include tax.
* Agree on procedure for payments
 |  |
| 1. **Shipment and Customs Exemption**
* Clarify and agree on shipping procedures, including HOC appointed shipping agent, notifying agent and consignee.
* Confirm customs clearance requirements for shipping and courier
* Agree on the shipping schedule, taking note of the holidays both in Manila and Tashkent
* For air shipment, confirm that the airport can handle big cargo
* Clarify where shipment will be stored on arrival in Tashkent
 |  |
| **c. ADB Master Account.*** Explain concept of the ADB Master Account
* Inform HOC of procedures and requirements.
* Provide and explain ADB Annual Meeting Payment Process and Supplier Information Forms
 |  |
| **ADB AND MEETING LOGOS – PROMOTIONAL AND SPONSORSHIP** |
| **a. ADB and Meeting Logos.** AM Materials; Promotional Materials* ADB to provide Branding Guidelines (BG) for ADB Annual Meeting Materials
* ADB to explain restrictions on use of ADB and meeting logos.
* Explain printed materials, website, etc.
* Clarify use of BG in materials to be produced by HOC or sponsors
 |  |
| 1. **Sponsorship.** Guidelines; Use of Sponsors.

Agree on measures to ensure ADB’s concurrence with appropriateness of the sponsor and means of attributing sponsorship. |  |
| 1. **Gifts.**

Explain ADB policy |  |
| **VISAS** |
| *ref. Article 55 of the Charter and para.3 of the MOU** Requirements for visa application
* List of countries that require visa provided by HOC; countries whose nationals may encounter difficulties in obtaining visas to Indonesia identified
* List of Indonesian missions abroad (particularly in ADB member countries) provided by HOC
* Copy of memo to be issued to all Indonesian embassies abroad (by Jan 2009), to be provided to ADB
* Confirmation that such a letter will be sent to Indonesian embassies and consulates
* Sample registration confirmation letter provided to HOC
* Visa on arrival requirements discussed
* Visas for ADB personnel: Waiver of visa fees for ADB personnel and delegates requested
 |  |
| **PROTOCOL** |
| * Emphasize need to coordinate closely with protocol of GOH as soon as possible; identify contact person for protocol matters
* Clarify protocol arrangements for VIPs at airport
* Confirm that HOC will provide procedures for meeters and greeters at the airport
* Explain procedures for developing VIP protocol scenarios
* Agree on deadlines for information affecting ADB President's schedule
 |  |
| **SECURITY** |
| * Clarify roles of ADB and HOC officers
* Role of Security Advisory Committee
* Security issues and most likely problems discussed for:
	+ NGOC/CSO: assign an NGO focal point
	+ Evacuation plans
	+ Security in hotels
	+ Off-site events
	+ High risks delegations
 |  |
| **HOTELS - OVERVIEW** |
| **a. Overview:** Agree on Hotel Accommodation Booking Procedure; Block Bookings; Rates; Terms and Conditions; Function Room Bookings.Explain different categories of participants requiring hotel bookings.Secure preliminary block bookings of suites & rooms on dates. HOC to provide suite & room block bookings per hotel Inform HOC on commercial groups securing block bookings for guests and agree on a procedure Prepare table of rates for ADB personnel, official delegates, and other participants, including clear terms and conditions Brief HOC on proposed procedure, including website posting* Agree that first option for function room use in selected hotels be given to ADB
* Agree on policy for use of meeting rooms at meeting venue
* Obtain brochures and floor plans of function rooms
 |  |
| **b. Meet with PCO/HOC in charge of hotel bookings.** Hotel Accommodation Procedures; Online Booking; ADB Master Account; Payments; Travel Agent at Meeting Venue.* Agree on hotel booking procedure for each category of participant.
* Agree that ADB will be given first option for block-booked rooms cancelled by Category B participants
* Agree that HOC/PCO/Travel Agent will provide ADB with relevant reports according to an agreed schedule (e.g., hotel reservation reports with arrival and departure information of member and observer delegates and ADB personnel)
* Payment procedure, currency, Supplier Information Form
* Commitment from PCO/Travel Agent to have a desk in meeting venue to deal with hotel issues
* Commitment from HOC/PCO/Travel Agent to have a desk in each of the hotels where participants will be booked to handle issues relating to hotel arrangements, shuttle service, etc.
 |  |
| **HOTELS – OFFICIAL HOTELS** |
| **a. Meeting with representatives of Hotels.** * Limit the number of hotels for member delegates to a maximum of 5
* Identify hotel for ADB Management and suite for ADB President and inspect sample rooms
* Identify hotel/s for other ADB Personnel (Board and Staff) and Seminar Speakers
* Provide hotels with *ADB Annual Meeting Payment Process* and *Supplier Information Form*, and explain billing and payment procedure
* Explain ADB’s tax exempt status
* Discuss and agree on terms and conditions
* Explain standards and participants' expectations
 |  |
| **HOTEL – INSPECTION AND SPECIFIC REQUIREMENTS** |
| **a. Hotel Visits.** Category A: ADB Personnel and Seminar Speakers; Category B: Member & Observer Delegates; Category C: Private sector, Media, NGOs.* Confirm that all hotels meet ADB standards
* Obtain brochures, coffee shop and room service menus, Business Center rates and rates for other services, etc.
* Submit the completed hotel evaluation forms to ADB focal person for hotel accommodation.
* Identify contact persons in each hotel for communication before the meeting; and trouble shooting during the meeting, and obtain their business cards
* Note any problems for follow up
 |  |
| **SPACE ALLOCATION AND VENUES** |
| **a. General*** Review and discuss plans of venue and vicinity
* Agree on security perimeter, other points and areas and mark in plans
* Identify: pick up and drop off points for shuttle service, bus and car parking and paging, location of RFID gates, essential meeting/event and office space, meeting services, food outlets, storage space for inbound and outbound shipment, location for delivery of daily newspapers and others
* Visit new Congress Hall to assess the possibility of using it for the Annual Meeting
 |  |
| **b. Space Proposal.** Review and assess space proposal for Uzexpo Centre and discuss requirements and timeframe required for set up* Confirm suitability of all space allocated for meetings, offices and seminars
* Confirm suitability of function rooms for each event
* Obtain floor plans (generic and scaled plans), detailed room layouts with dimensions, capacity chart and time schedules for setting up
* Obtain catering menus from the caterer
* Identify contact persons for space, plans, furniture and catering, and obtain their business cards
* Note any problems for follow up
 |  |
| **c. Specific Logistical Requirements.** Procedures Committee; Business Sessions; Seminar rooms* Clarify that ADB requirements are understood and can be met
* Emphasize importance of the proper screen, lighting and traffic lights for Business Sessions
* Identify 3 dedicated seminar rooms (including one for sponsored seminars) and one large room for Governors' seminar
* Ensure that all these rooms are **sound proof**
 |  |
| **d. ADB Offices.*** Discuss plans and identify area for ADB offices and timetable for set up/construction, including dedicating one day for quality control before opening of the offices
* Discuss partitioning, sound proofing, proposed service stations (refreshment & photocopy)
* Request sample furniture and furnishings
* Identify storage area(s) for Annual Meeting materials (OSEC) and equipment (DER)
* Ensure that President's office is sound proof, well-located (with own conveniences) and secure.
* Confirm that requirements as listed in Green Book are clear and that they will be met
 |  |
| **e. Meeting Services*** Location of meeting services identified:
	+ APP Desk
	+ Communications Center
	+ Cell Phone Rental Counter
	+ Foreign Currency Exchange Booth/s
	+ Congress Bag Distribution Counter
	+ Hotel Accommodation Desk
	+ Information Desk
	+ Internet Centers
	+ Medical Center
	+ Participants’ Lounges (for member country delegations near Business Sessions and for private sector guests near TD office area)
	+ Photo Exhibits
	+ Postal and ATM Services
	+ Prayer Room
	+ Public Telephones
	+ Publications Display
	+ Refreshment Stations
	+ S.I. Headsets Distribution Center
	+ Snack Bars / Food Outlets
	+ Transport and Shuttle Service Desk / Paging Desk
	+ Travel and Tours Desk
	+ 2011 Annual Meeting Booth
 |  |
| **f. Venue requirements for other meetings.** ASEAN+3 Meetings; 3-Country Ministers’ Meeting; Others (including, Japan requirements, sponsored seminars).* Find suitable venues and agree on venues for (i) ASEAN +3 meetings (2 meetings plus 1 press conference and 1 secretariat room), (ii) 3-Country Ministers' Meeting; and (iii) Japan requirements for 8 dedicated rooms for the whole duration of the Annual Meeting
* Confirm that all requirements will be provided; request for cost estimates (menus, equipment)
* Obtain name of contact person and details for communication with organizers of these meetings
 |  |
| **g. Meetings with Uzexpo Center authorities.** * Discuss
	+ turnaround time for setups and dismantling,
	+ housekeeping, distribution & retrieval of office keys,
	+ enhanced lighting for Business Sessions table arrangement & for offices,
	+ closed-circuit link & video link of meeting proceedings (Opening & Business Sessions) to Secretariat, OPR, and Media Center
	+ catering, supplies
* Identify contact persons for clarifications before and during the meeting
 |  |
| **AIRPORT/LAND ARRIVALS AND DEPARTURES** |
| **a. Arrival & Departure** *(ref. para.3 in the MOU)** Agree on receiving procedures for the Annual Meeting participants (Governors/HODs; VIPs, other Delegates and Observers; and ADB staff) at airport
* Agree on airport arrangements for Guests, Media and NGOs/CSOs
* Determine if lapel stickers and luggage tags need to be color coded
* Discuss logistical arrangements at airport; reception teams; ADB Desk; airport/land transfers
* Discuss free access to airport lounges for participants
* Request a separate lane for Annual Meeting participants' immigration
* Inquire about the process for visa-on-arrival
* Confirm that HOC will prepare procedures for meeters and greeters at the airport (ADB Board members, consular officials, Secretariat, Liaison Officers) to obtain access to restricted areas and inform ADB of procedure
* Agree on shuttle service procedure from airport to hotel and hotel to airport
* Site visit to airport: VIP lounge, information desk, holding area for Annual Meeting participants, shuttle bus stops at the Airport to be identified by HOC
 |  |
| **TRANSPORT AND SHUTTLE BUS SCHEDULES** |
| **General:*** Discuss and agree on general transportation plan
* Confirm that a transport manager will be provided
* Emphasize importance of proper signage, ie. Arrows to the pick up and drop off points in all official hotels and airport
 |  |
| **a. Chauffer-driven Cars.*** Discuss requirements for cars for HODs and ADB Management
* Confirm that quality and quantity of cars will meet ADB requirements
* Confirm that liaison officers will be provided
 |  |
| **b. Shuttle Schedule and Routes.*** Clarify which participants will have access to shuttle buses
* Agree on timeframe and content of shuttle bus schedule
* Agree on the number and type of vehicles to be provided to the Secretariat (including OPR, and DER)
* Confirm that the Advance party will be allocated with a dedicated shuttle service
 |  |
| **c. Transport and Shuttle Bus Desk.*** Confirm that desk and hotline will be provided for transport inquiries during the Meeting.
* Discuss use of metro for AM participants
* Agree on number of bus routes and buses
 |  |
| **d. Bus and car drivers.*** Agree on schedule for training and dry run (w/ADB advance party)
* Emphasize need for HODs, Management and Secretariat to have same drivers throughout the meeting.
 |  |
| **e. Hotel Hospitality Desks.*** Discuss functions of hospitality desks in hotels
* Agree on schedules of operation
 |  |
| **f. Access to Uzexpo Centre.*** Explain need for security perimeter around AM venue
* Confirm that HOC will prepare clear procedures on obtaining car stickers (if required)
* Identify staff entrance and hours of operation
* Discuss car park areas required
 |  |
| **OFFICIAL EVENTS** |
| **a. Opening Session.** Logistical Requirements; Set-ups; Block Areas; Entrances / Exits; Guest of Honor.* Assess and identify possible venue/s
* Identify VIP holding room for opening session
* Identify VIP seating areas and possible route for scenarios
* Identify flow of crowd & location of SI booths and headsets distribution counters, deposit counters (cloakrooms), restrooms
* Agree on requirements for protocol issues, guest of honor
* Clarify procedures for invitations and access: local invitees, dignitaries, local staff
* Agree on media and web casting
* Discuss technical requirements: sound, lighting, cameras, simultaneous interpreters' booth, video equipment, possibility of renting the speechprompter in Tashkent
* Explain need for technical staff to be present during President's speech rehearsals
* Note any issues for follow up
 |  |
| **b. Business Sessions.*** Agree on access and security requirements
* Agree on media and web casting
* Discuss technical requirements: sound, lighting, cameras, simultaneous interpreters' booth, speaking time control
* Emphasize need for venue to be sound-proof
* Note any issues for follow up
 |  |
| **c. Seminars.*** Explain requirements for seminar venues
* Discuss concept of country day and importance of not overlapping with ADB seminars
* Discuss requirements: other local staff, refreshments, microphones including lapel microphones for the Governors' Seminar, laptops, infocus, screen, etc
* Set aside an area for photographers in seminar rooms
 |  |
| **d.** Proposed exhibition of economic and investment potential of the Republic of Uzbekistan * Discuss the size and type of exhibit
* Agree on the venue for the exhibit
* Discuss the possibility of including food stalls or restaurants and handicrafts exhibits and sales
* Discuss publicity of the exhibit
 |  |
| **NETWORKING EVENTS AND ACCOMPANYING PERSONS PROGRAM (APP)** |
| **a. Overview*** Present options and explain timetable for

(a) ADB-hosted social events (b) Host Country social events |  |
| **b. Invitations*** Explain how invitations to attend the AM are agreed to and sent
* Provide the Host Country with the draft Board Paper on the list of Observers who will be invited to the AM
* Seek the informal feedback of the Host Country on the list of Observers
* Discuss categories of invitees for both ADB and Host Country Social Events
* Clarify and agree on procedures for invitations for both ADB and Host Country sponsored events
 |  |
| **c. ADB-hosted Social Events.** President’s Reception; Joint Luncheon hosted by the Chair of the Board of Governors and the ADB President; Breakfast hosted by the Chair* Inspect proposed venues; consider back-up venues
* Determine availability of venues for dates of events
* Provide floor plans and layouts
* Consider travel time to and from venues
* Discuss transport and car parking requirements
* Provide menu proposals from each venue, with cost quotations, including for other charges (flowers, decor, etc.)
* Provide sample photos of setup and décor
* Discuss wine and liquor requirements and negotiate packages for ADB events
* Discuss protocol aspects with Host Country Protocol Department (arrangements for VVIPs, seating plans etc.)
 |  |
| **d. Host Country Social Events.** Luncheon hosted by the Guest of Honor; evening functions (reception and/or cultural presentations)* Agree on dates, timings and hosts of functions
* Inspect sites of Host Country social events
* Consider travel time to and from venues
* Discuss transport and car parking requirements
* Agree on suitability of proposed sites
* Discuss protocol aspects with Host Country Protocol Department (arrangements for VVIPs, seating plans etc.)
 |  |
| **e. Accompanying Persons Program**.* Explain number and type of tours required, as well as schedule
* Visit possible sites for APP
* Clarify participation of AFE-ADB members, special guests, others etc. in APP
* Identify and visit possible sites for VIP spouses program
* Discuss protocol aspects with Host Country Protocol Department (arrangements for VVIPs, seating plans etc.)
* Agree on schedule for uploading APP information on Host Country website and on-line registration
 |  |
| **f. Others.** Joint Secretariat's Networking Function; Treasury Department’s cocktail; AFE-ADB cocktail.* Explain concept for Host Country's consideration
* Inspect possible venues
* Obtain menu proposals, with costs for each event
 |  |
| **PUBLICATIONS AND ONSITE PRINTING** |
| * The following is a checklist of items printed by ADB in advance of the meeting, for which the Host Country’s input may be required:

 **Details Deadline for HOC Input** a. General information (website) September 2009b. Arrangements Paper October 2009c. Annual Meeting identification October 2009  (ID) badges d. Folder for speeches November 2009e. President's opening address November 2009f. Luggage labels and lapel stickers November 2009g. Documents folder complete January 2010 with business documents (BG-series)h. Opening session program February 2010i. Handbook and Directory February 2010j. Schedule of Events leaflet February 2010 k. Information Bulletins February 2010 . l. Invitation cards for President's March 2010 Reception and the luncheon  hosted jointly by the Chair and  the ADB Presidentm. Seminar leafletn. Program of Events Board Paper o. Media announcement of seminarsp. Seminar program, if any* Discuss the telephone system and agree on the timeline for HOC to provide the telephone numbers for the Directory
* Obtain quotations from 3 onsite printers and if possible meet with them to discuss our needs and see samples and determine software being used
 |  |
| **LOCAL STAFF AND LIAISON OFFICERS** |
| a. Local Staff* Agreement between ADB and HOC on expectations
* Discuss procedures for assignment of local staff, terms of assignment, supervision, working hours
 |  |
| b. Liaison Officers (LOs)* Agreement between ADB and HOC on expectations
* Discuss procedures for assignment of LOs, terms of assignment, supervision, working hours
 |  |
| **Media Registration and Coverage.** Registration, Access, Media List* Explain media registration and accreditation process for journalists
* Events accessible to media. HOC is advised media will be given access to Opening Session, business sessions, seminars, briefings and press conferences
* HOC to forward a list of accredited local and international media based in Uzbekistan to ADB’s Head of Media and Communications Unit by 1 December 2009
* Explain that 1st media advisory on the meeting will be posted on ADB’s website by December 2009
 |  |
| **Media Liaison Officer*** HOC to appoint media liaison officer no later than 1 Dec 2009 to coordinate all media activities and liaise with ADB’s Head of Media and Communications Unit
* Media Liaison Officer should be an experienced media and public relations professional who understands how media operates and can advise ADB on identifying and planning media and public relations outreach activities to raise the bank’s profile ahead of the meeting and during the meeting period
 |  |
| **Promotion and Public Relations.** Outreach Activities; Partnership Opportunities; Special Promotional Materials.* Possible outreach activities. These could include:

 a. Speaking opportunities for Management and senior staff – target various stakeholders i.e., media, academia, private sector, chambers of commerce, policymakers, etc. b. Press tour. List of journalists to be provided c. Country Launch of *Asian Development Outlook* in Q1 2010  d. Identify media outreach opportunities for Management and senior staff, i.e., President’s pre-Annual Meeting mission to Uzbekistan* Explore partnerships with key local broadcast and print media where ADB can place public service announcements (PSAs), op-ed articles, advertorials, ADB supplement, etc.
* Increase ADB’s visibility through publications and exhibits around Tashkent
* Partnerships – DER to enter into partnership with major international media organizations where it provides ADB with free advertising space or free air time. In return, ADB allows, free of charge, display/distribution of their publications, installations of terminals and TV at the Annual Meeting venue (i.e. ADB PSAs aired by *Bloomberg*, advert with *Financial* *Times, FEER and IFR Asia*)
 |  |
| **Media Center.** Logistical Arrangements; Focal Point; Staff* Location of Media Center. It should be within the meeting venue
* Media Briefing Room in the Media Center. If media briefing room in the Media Center is not soundproofed, identify a suitable room for management and senior staff to hold press engagements. Briefing Room should be located near the Media Center.
* Discuss logistical arrangements including floor plan, provision of office/technical equipment, delivery of newspapers (local and international), refreshments and backdrop as stipulated in the Green Book
* Discuss provision of technical focal point for media organizations for additional technical requirements that would incur cost.
* Interpreter/translator plus two local, English-proficient staff to be assigned solely to assist DER staff in the Media Center
* Discuss provision of computers, TV and other technical requirements as per Green Book
 |  |
| **CCTV coverage of Key Events at Media Center*** Live coverage of key events:
* Opening Session and Opening Event of the Board of Governors
* Governors' Seminar
* Business Sessions
 |  |
| **Interpreters and Simultaneous Interpretation (SI) Facility*** Professional interpreters stationed at the Media Center who are capable of consecutive interpretation at a professional level at press conferences and press briefings of management and senior staff
* To translate to Uzbek news releases and other materials issued from Tashkent
* To assist in monitoring AM media coverage in local newspapers and provide a summary in English
* Other translation tasks as needed
 |  |
| **Plasma TVs**Installation of plasma TVs at high traffic areas of the venue to showcase ADB videos and multimedia products  |  |
| **Communications Center*** Discuss/identify venue for communications center
* HOC to provide, user-pay basis, telephone lines and fax services to journalists—to be located adjacent to Media Center.
* HOC to provide, preferably by January 2010, rates for IDD calls, ISDN lines
 |  |
| **President's Opening Press Conference and Luncheon or Cocktails** * Identify venue [space for 150-200 journalists] and set-up for press conference and media luncheon
* Simultaneous interpretation (SI) facility
* Technical and catering requirements
 |  |
| **Opening Event and Opening/Business Sessions*** Seating space for media: Designated area for opening session should be able to accommodate 200-250 journalists
* Location for platforms for photographers/camera crews (key events): Platforms should be able to accommodate 70 TV crew/photographers. Position of platform should provide a good vantage view of the event.
* CCTV at Media Center. Opening and Business sessions, and Governors' Seminar to be aired live at the media center
* HOC to identify local broadcaster to provide pool-feed of key events to other broadcasters. Media to be advised by January 2010 on pool-feed arrangements.
* Discuss possibility/desirability of webcasting the Opening Session
 |  |
| * **Speech Prompter for President's Use**HOC to source speech prompter with standby technician for the President's exclusive use during speech rehearsals and actual speech delivery at the Opening Session
* Identify rehearsal room big enough to accommodate teleprompter equipment and staff assisting the President during practice
 |  |
| **President’s Closing Press Conference*** Identify venue [space 150-200 journalists] and set-up
* Simultaneous interpretation (SI) facility
* Technical requirements
 |  |
| **Publications*** Discuss logistical arrangements including location, space, tables, backdrops, equipment, and staffing as specified in the Green Book
* Web access from publications area
* Customs clearance procedures and clearance time frame for air and courier shipments
* Special supplement in Development Asia on Uzbekistan/Central Asia
* Delivery and display of external publications from commercial publishers and nongovernment organizations
* Explore possibility for annual meeting official publication
* ADB publications in delegate bags, deadline for receipt of materials in Tashkent; logistics on putting materials in the bags
 |  |
| **Branding, Annual Meeting Logo and Visual Identity*** Exchange of ideas for strategic branding of the meeting in Tashkent, Central Asia region, and web, etc.
* Logo design and application
* Visual identity manual and how to apply it
* Plans for sponsorship; how sponsors will be recognized in annual meeting materials; address through the visual identity guidelines
 |  |
| **Indoor Photo Exhibit, Plasma Screens, and Outdoor Signage/Exhibits** * Photos and images showcasing ADB projects in Central Asia
* Indoor exhibit— logistical arrangements including location, space, structures available in conference venue, equipment, local printing options
* Plasma/LCD screens—can venue accommodate?; availability within the venue, rental costs; ship from Manila, etc.,
* Plans for outdoor signage, possibility of outdoor exhibits, etc.
 |  |
| **Internet Connectivity*** Provide details on internet access from venue
* Bandwidth for ADB's use
 |  |
| **Web Site*** Explain that development of 2010 AM webpage will begin at year end once inputs are submitted by OSEC
* HOC to set-up AM website and link it to ADB's AM webpaege
* Explain that ADB will launch “official” AM 2010 site two days prior to start of event
* ADB web site will be placed on *adb.org* and operated from Manila
* Discuss live webcasting for key events
* Discuss podcasts of key speeches
 |  |
| **WRAP UP: SUMMARY OF DISCUSSIONS** |
| Clarify and confirm general agreements on: Space allocation: ADB office spaceMeeting rooms, seminar roomsparallel events, including ASEAN+3 meetingEvents* Opening Session, Business Sessions, Seminars
* Invitations
* Social Events: President’s Reception, Joint Luncheon, Chair's Breakfast, Host Country social events, APP and VIP spouses program
* Joint Secretariat's Networking Function; Treasury Department's cocktail; AFE-ADB cocktail

Hotels* Hotels being considered for (i) member and observer delegates, (ii) ADB personnel and seminar speakers (iii) President’s suite (iv) Guests, Media and NGOs
* Hotel booking procedure agreed

Catering menus Tax and Customs Exemption* Items for tax exemption
* Tax exemption procedure
* Shipment schedule
* Customs clearance procedure
* ADB master account

Airport/Land Arrivals and Departures* Airport procedures including immigration, claiming of luggage, VIPs, etc
* Shuttle service plan (airport to hotel; hotel to airport)

Transport and Shuttle Bus Schedules* General transport plan and Signage
* Chauffer-driven cars, shuttle services

Publications and Onsite printing* General information for the website
* Onsite printing providers
* Information requiring HOC inputs

Media, Public Relations and Outreach ActivitiesSchedule of Missions* Host Country visit to ADB Headquarters
* Technical mission (back-to-back with the President's mission)
 |  |