

AM Requirements



BUDGET AND FINANCE

- Coordination of Annual Meeting budget
- Coordination of cost sharing agreement between ADB and Host Country
- Refreshments for offices, meetings
- Catering for AM related events



NETWORKING EVENTS

- Venues for receptions and others
- Coordination of transport to and from venues



GOVERNANCE AND EVALUATION:

- Memorandum of understanding and cost sharing agreement
- Organizational structures for ADB, host country, and missions
- Stakeholder engagement: ADB's Requirements Manual, presentations, briefings outreach
- Project management tools: schedule of activities, timelines, milestones
- Survey and post-event feedback sessions, reports on success and improvement areas



SCHEDULE AND CONTENT

- Coordination of schedule, theme and seminar program with the Office of the ADB President
- Coordination with ADB Civil Society Center (NGOC), Private Sector Operations Department (PSOD), etc.
- Annual Meeting board papers and business proceedings



TRAVEL AND HOTEL

- Assistance with participants' travel
- Total hotel rooms required: 1,000
- 600 rooms (10% junior suites) for member delegations and observers in hotels near ADB
- Block booked in advance
- Negotiated rates for all rooms for official delegates
- 1,000 rooms for private sector, media, NGOs/CSOs
- Negotiate for free wifi, manned hotel desks and shuttle parkings



SPACE REQUIREMENTS

- Events venue, offices, seminars, meetings, lounge space, registration, media, Civil Society center, business session, booths (total space is 20,000 sq.m: 6,500 sq.m. for offices (138 offices); 10,000 sq.m. for meeting rooms (80 events & meetings); 2,500 sq.m. for other events (e.g. receptions)
- Opening session
- Business session



PROTOCOL

- Coordination with Ministry of Foreign Affairs for VIP protocol arrangements and guest of honor participation
- Protocol for Governors



REGISTRATION AND VISA:

- Published procedure for visas with focal person
- Ministry of Foreign Affairs Office to instruct embassies and consulates to facilitate visas for participants
- Invitations to Observers



CONFERENCE TECHNOLOGY (AUDIO-VISUAL AND INFORMATION TECHNOLOGY)

- High speed internet connectivity (wifi) in all venue(s) plus enhanced in high traffic areas
- Live webcast of selected events



SPONSORSHIP (OPTIONAL)

- Host country may engage external sponsors to cover some of the costs
- ABD to be consulted on sponsors



AIRPORT:

- Welcome and departure assistance desks
- Consider dedicated ADB special lanes at immigration
- Signage and welcome banners
- VIP'S welcome and VIP lounge
- Parking space for shuttle
- Designated pick-up area



HEALTH AND SECURITY

- Risk assessment
- Coordination with Police and Medical authorities
- Coordination with ADB Civil Society Center (NGOC)
- Emergency contact numbers
- Standby ambulance, doctor on-site
- Security plan for VIPs, hotels, airport, venues, tours
- Security perimeter, emergency procedures



PERSONNEL REQUIREMENTS

- ADB organizing committee and Host Country counterparts
- Liaison officers for Governors/ HODs
- Security personnel
- Local service personnel (airport, transport, tours, medical)
- ADB staff assigned to AM duties



TRANSPORT:

- Cars for Governors/HODs and other VIPs (68 Governors + 10 VIPs less those using embassy cars and those availing car pool)
- Shuttle buses for airport to hotel and for hotel to venue (approx. 50 but could be less if hotels offer transport)
- Parking and drivers' lounge required
- Transport coordinator and dispatcher required



CUSTOM FURNISHINGS

- Bespoke furniture required across the meeting as relevant to the VIP delegates
- Furniture may need to be custom made to suit specific attendee requirements



PROCUREMENT OF SUPPLIERS

- Caterers (in addition to in-house if needed) [Refreshments for offices, meetings; catering for AM related events]
- Audio-visual providers
- Simultaneous interpretation booths and headsets
- Signage providers (printed and digital)
- Vehicles/shuttles
- Local staff



SUSTAINABILITY

- Reduce carbon footprint
- Reduce and recycle waste
- Use renewable energy where possible
- Promote use of local resources and fair trade
- Use systems and processing in line with ISO standards for sustainable events



PROMOTION AND COMMUNICATION

- Communication and awareness (internal and external)
- Branding and logo
- Theme and content
- Media and social media



TAX EXEMPTION, CUSTOMS, AND SHIPMENT

- Discuss shipment requirements with ADB and appoint broker and focal person
- Confirm ADB privileges and immunities



TOURS (OPTIONAL)

- Tourist tours, VIP tour, special tours (e.g. to ADB project sites)
- Online registration for participants