



16 September 2022

MS. SHANNON WATSON
Director, RI Meetings and Events
One Rotary Center
Evanston, Illinois, USA

Dear Ms. Shannon,

Warm Rotary greetings!

Please find the following amended itinerary for your further comment and consideration, thus:

ARRIVAL DAY (NOVEMBER 14, 2022)

1. ARRIVAL at the Manila International Airport - A welcome party will receive the RI Team
2. SHUTTLE TO HOTEL (Conrad Hotel is the recommended Hotel for the RI Inspection Team)
3. CHECK IN HOTEL
4. FRESHEN UP
5. DINNER
6. REST

INSPECTION DAY 1 (NOVEMBER 15, 2012)

1. BREAKFAST at the Conrad Hotel
2. 9 :00 AM RI Team's meeting with HOC at Board Room, Conrad Hotel.
3. LUNCH
- 4 INSPECTION OF HOTELS (CONRAD & SOFITEL) with viewing of rooms for RI Pres, VIPs, and other room class/ standard.
5. Shuttle Back to Conrad Hotel
6. PRIVATE MEETING of RI Team
- 7 FORMAL WELCOME *DINNER to be hosted by the Philippine College of Rotary Governors*
- Ok 8. RETIRE FOR THE NIGHT

INSPECTION DAY 2 (NOVEMBER 16, 2022)

1. BREAKFAST
2. INSPECTION of Proposed Venues- - SMX Arena and Convention Center, PICC and WORLD TRADE CENTER METRO MANILA
3. LUNCH and meeting with Private Partners
4. CONTINUATION OF VENUE INSPECTION
5. Shuttle back to Conrad Hotel
6. Private meeting of RI Team
7. DINNER

8. Retire for the Night

INSPECTION DAY 3 (November 17, 2022)

1. BREAKFAST
2. COURTESY CALL/Meeting with Secretary of Tourism/Convention and Visitors Bureau, Government Agencies and private sector leaders that/who can provide incentives.
- 3 LUNCH
- 4 Tour of destination city showing proximity of the venue to International Airport, Hotels, AIRBnB, Diners, Shopping malls, Entertainment Center, City Center and other Infrastructures.
5. Shuttle Back to Conrad Hotel
6. Private meeting of RI Team
7. Farewell DINNER to be hosted by the Tourism Promotion Board (TPB)
8. Retire for the Night

DEPARTURE DAY (November 18, 2022)

1. BREAKFAST
2. EXIT BRIEFING
3. SHUTTLE TO AIRPORT
4. DEPARTURE to home country

In connection with the site inspection, may we request for answers to the following questions:

- A. Who and how many are the members of the inspection team and from what countries are they coming from to facilitate VISA or entry into the country and for hotel accommodations?
- B. Who will book their hotel rooms and what type of rooms to be booked?
- C. When can we set up a zoom meeting with you to thresh out the details and other requirements of your visit?

Thank you and we are looking forward to hearing from you soon. Warm regards and God bless.

Respectfully Yours,



PDC SAMUEL D. PAGDILAO JR

Chairman, Manila RI Convention Bid Committee/HOC