

**NATIONAL CONFERENCE ON PHILIPPINE PLANT CONSERVATION**  
26-28 July 2023  
Eastwood Richmond Hotel, Quezon City

17 July 2023

**Conference Advisory**

**Dear Participants:**

Please be informed of the following:

**1. Date**

The Conference will be conducted on 26-28 July 2023 (exclusive of travel time). Kindly refer to the tentative program for further details.

**2. Travel itinerary**

Participants who will travel by plane shall provide a copy of their electronic ticket and/or flight details to the BMB Secretariat through email address at [wcs.wrd@gmail.com](mailto:wcs.wrd@gmail.com) , for our reference.

**3. Venue**

The Conference will be held at the Eastwood Richmond Hotel in Quezon City. The exact address of the venue is 17 Orchard Road, Eastwood Ave, Bagumbayan, Quezon City, Metro Manila.

Participants will be booked a twin-sharing room from 26-28 July 2023 (2 nights and 3 days). For those who are from outside Metro Manila and will be arriving at the venue on July 25, 2023 (Tuesday), start of check-in is 2:00 PM. Kindly inform the BMB Secretariat prior to your arrival in order to arrange your hotel accommodations.

Check-out time is on or before 12:00NN of 28 July 2023 (Friday). Hotel accommodations beyond the said period shall be at the personal expense of the concerned participant/s. DENR personnel who need to stay overnight may opt to secure a slot at the DENR Hostel, subject to the availability of rooms.

**4. Transport to/from the venue**

Participants are advised to directly proceed at the venue.

## **5. Food services**

Provision of free food starts in the evening (dinner) of July 25, 2023 (Tuesday), and ends in the afternoon (PM Snack) of July 28, 2023 (Friday). Food costs before and after said period cannot be paid by the BMB and must be borne by the concerned participant/s. Kindly inform the BMB Secretariat if you have particular/specific food restrictions.

## **6. DENR Special Order**

An advance copy of the DENR Special Order regarding the participation/attendance to the Conference is hereto attached for your information and reference. Copy of the approved Special Order will be sent to you as soon as it is available.

## **7. Program of Activities**

The tentative program of activities is hereto attached for your further information.

## **8. Contact Persons**

For any further clarifications and/or queries, you may contact the following BMB WRD personnel:

- Ms. Cecille Francisco - 0917-866-2865 (Globe)
- Ms. Katrina Erika Manalo - 0947-892-0661(Smart)
- Mr. Mc Andrew K. Pranada – 0999-870-1709 (Smart)

You may also contact the Secretariat through telephone no. (02) 8925-8946 or by e-mail at [wcs.wrd@gmail.com](mailto:wcs.wrd@gmail.com).

Thank you!

BMB Secretariat