



BIDS AND AWARDS COMMITTEE

2330 Roxas Boulevard, Pasay City

Tel. Nos.: 834-4823

Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : Procurement of Events Management Services for the
Philippines Studies Conference, “Dialogo: Philippine Studies
Goes Global”
Reference : PB-GS-10-2024
ABC : PhP 5,000,000.00
Date : 26 September 2024

This Supplemental/Bid Bulletin is issued to provide the prospective proponents/bidders the following information on the above-named project:

1. The schedule of the bidding activities is updated as follows:

Deadline of Submission of Bids	09 October 2024, Wednesday, 9:00 AM
Opening of Bids	09 October 2024, Wednesday, 10:00 AM
Post Qualification	14 October 2024, Monday, 10:00 AM

2. Updates on the following items in Part IV (Scope of Work) of the Technical Specifications:

CONFERENCE VENUES	Additional paragraph and Annex E as attachment: “Attached for reference, is the tentative program of the Philippine Studies Conference (as of 19 August 2024). (Annex E) ”
TOURS	Additional paragraph: “The Department of Foreign Affairs shall assist in the securing of permits from various governments and private institutions.”
SALARIES and HONORARIA	Additional paragraph and Annex D as attachment:

	<p>“Attached is the cost estimate of the UP Asian Center, subject to negotiation. (Annex D)</p>
TRANSPORTATION	<p>Inclusion of one (1) more bus with driver (maximum capacity, 50 pax) for 29 November 2024 (Friday). A third bullet point is indicated to read as:</p> <p>“Six (6) buses with driver (maximum capacity, 50 pax) for the following dates:</p> <p>29 November 2024 (Friday), 7:00 AM to 6:00 PM</p> <p><i>Diamond Hotel - UP Asian Center, Diliman - *Tour A* National Museum of the Philippines - Diamond Hotel</i></p> <p><i>Diamond Hotel - UP Asian Center, Diliman - *Tour B* Fort Santiago, Intramuros - Diamond Hotel”</i></p>
PUBLICATION	<p>Facilitate the processing and payment of publication for 250 pcs:</p> <ul style="list-style-type: none"> ● Book of Abstracts <p>Estimated number of pages of the Book of Abstracts:</p> <p>Number of Pages: 150 – 200 pages back to back, 100 leaves Cover: 200 gsm, Matte Lamination (colored) Pages: 70-80 gsm (minimum), plain paper Printing: Laser Print Binding: Perfect Binding Size: 9 x 6 inches</p>

Attached is a copy of the updated Technical Specifications with the above information already incorporated in the document.

For the information and guidance of all concerned.

EDGAR B. BADAJOS
Assistant Secretary
and BAC Chairperson

TECHNICAL SPECIFICATIONS/ TERMS OF REFERENCE

OFFICE : Office of Cultural Diplomacy
PROJECT : **Procurement of Events Management Services for the Philippine Studies Conference, “Dialogo: Philippine Studies Goes Global”**
27 - 29 November 2024
Manila, Philippines

I	BACKGROUND The Department of Foreign Affairs (DFA) through its Office of Cultural Diplomacy (OCD), in partnership with the UP Asian Center (Diliman), will organize its first-ever Philippine Studies Conference to be held in Manila on 27 to 29 November 2024 . This inaugural conference seeks to consolidate the gains achieved by the Philippine Studies Program over the years and to advance the momentum in promoting Philippine Studies abroad. Moreover, the proposed Philippine Studies Program Conference in November 2024 will be an opportunity to promote Philippine culture; foster understanding and support for Philippine interests internationally; and strengthen the diplomatic and cultural ties of the Philippines with other countries.	
II	OBJECTIVES With the proposed conference theme, “Dialogo: Philippine Studies Goes Global” , the Philippine Studies Conference aims to achieve the following: <ol style="list-style-type: none">1. Initiate a dialogue among Philippine Studies scholars to promote indigenous knowledge production and enrich understanding of the Philippines through the various perspectives of global scholarship;2. Provide a platform where partner universities and programs can present their research and other unique initiatives related to Philippine Studies and explore future collaborations and exchange of best practices;3. Publish the proceedings and studies presented during the conference and establish an online portal and database that will feature Philippine Studies scholars, research and activities of the different universities in the Philippines and abroad;4. Formulate policy recommendations for the government and academe to consider to strengthen further Philippine Studies as a program of study and research.	
III	BUDGET The Approved Budget for the Contract (ABC) is Five Million Pesos Only (PHP 5,000,000.00) for the professional fee of the events management company.	

IV**SCOPE OF WORK**

The Contractor shall provide the following services:

CONFERENCE VENUES:

Assist the Department in the **coordination of the venue**, including the reservation, booking, and preparation of the event space, design of the space, and the technical requirements (projector/ LED screen, audio, and sound system) needed.

- **Ramon Magsaysay Center** (27 November 2024)
Ramon Magsaysay Hall (AM session only, inclusive in ingress and egress period.) (**Annex A**)
- **Diamond Hotel Manila** (26 - 28 November 2024, *inclusive of ingress and egress*) (**Annex B**)
 - One (1) Ballroom (Diamond Ballroom)
 - Five (5) Breakout Rooms (Diamond Ballroom, Onyx-Jade Room, and Citrine-Emerald Room) and;

Attached for reference, is the **tentative program** of the Philippine Studies Conference (as of 19 August 2024) (**Annex E**)

MEALS:

(**Annex C**)

Coordinate banquet/meal services for **250 participants** at the following venues:

RAMON MAGSAYSAY CENTER**27 November 2024 (Wednesday)**

1. AM Snacks + Free-flowing coffee/ tea

28 November 2024 (Thursday)

1. Dinner

DIAMOND HOTEL MANILA**27 November 2024 (Wednesday)**

1. Lunch
2. PM Snacks + Free-flowing coffee/ tea

28 November 2024 (Thursday)

1. AM Snacks + Free-flowing coffee/ tea
2. Lunch
3. PM Snacks + Free-flowing coffee/ tea

SAN AGUSTIN CHURCH COURTYARD, INTRAMUROS**27 November 2024 (Wednesday)**

1. Cocktail Reception
Food and Refreshments

UP ASIAN CENTER, DILIMAN

29 November 2024 (Friday)

1. AM Snacks + Free-flowing coffee/tea
2. Lunch

RECEPTION VENUES:

Assist the Department in the **coordination of the venue**, including the reservation, booking, and preparation of the event space, and design of the space.

SAN AGUSTIN CHURCH (Museum and Courtyard)

27 November 2024 (Evening) - Welcome Reception

- Arrange a brief tour of the San Agustin Museum; and,
- Organize a **cocktail reception** to be held at the San Agustin Courtyard on the evening of 27 November 2024
- *Inclusive of ingress, venue set-up, cocktail food and drinks good for 250 pax, and egress.*

RAMON MAGSAYSAY CENTER (Ramon Magsaysay Hall and Ramon Magsaysay Plaza)

28 November 2024 (Evening) - "Cultural Night"

- Assist in setting up the Ramon Magsaysay Hall and Ramon Magsaysay Plaza
- Coordinate with the cultural performers

TOURS:

Arrange two tour options for **29 November 2024** (3 PM onwards)

TOUR A - National Museum of Anthropology

A tour of the National Museum of Anthropology (NMP), good for 125 pax.

Or

TOUR B - Fort Santiago, Intramuros (Manila), good for 125

pax.

The Department of Foreign Affairs shall assist in the securing of permits from various governments and private institutions.

SALARIES and HONORARIA:

1. Assist the Department in the **coordination with the keynote speakers identified by the DFA and UP Asian Center** for the conference including the processing of the payment of the honoraria of the identified speakers.
2. Facilitate the **processing of the payment of the salaries/**

honoraria of the conference secretariat personnel from UP Asian Center.

Attached is the cost estimate of the UP Asian Center, subject to negotiation. ([Annex D](#))

TRANSPORTATION:

Arrange all the **necessary transportation requirements** (round trip) during the conference proper.

- One (1) van rental with driver for DFA Secretariat, 6-8 pax (26-29 November 2024)

26 November 2024 (Tuesday), 9:00 AM to 10:00 PM
DFA -Diamond Hotel - DFA

27 November 2024 (Wednesday), 5:00 PM to 10:00 PM
Diamond Hotel - San Agustin Museum - Diamond Hotel

29 November 2024 (Friday), 7:00 AM to 6:00 PM
Diamond Hotel - UP Asian Center, Diliman

- Five (5) buses with driver (maximum capacity, 50 pax each) for the following dates:

27 November 2024 (Wednesday), 5:00 PM to 10:00 PM

Diamond Hotel - San Agustin Museum - Diamond Hotel

- Six (6) buses with driver (maximum capacity, 50 pax each) for the following dates:

29 November 2024 (Friday), 7:00 AM to 6:00 PM

*Diamond Hotel - UP Asian Center, Diliman - *Tour A* National Museum of the Philippines - Diamond Hotel*

*Diamond Hotel - UP Asian Center, Diliman - *Tour B* Fort Santiago, Intramuros - Diamond Hotel*

LIVESTREAM, VIDEO and DOCUMENTATION

Handle the **live streaming** of the plenary sessions on **27-29 November 2024**; and,

Photo and video documentation of the entire event proper from **27 - 29 November 2024**.

CONFERENCE KITS/ COLLATERALS

Prepare and provide **conference kits (250 sets)**

- Lanyards
- ID badges
- Custom Tote bags (Philippines/Manila-themed)
- Foldable umbrellas
- Custom pens
- Custom Notepads
- Token Souvenirs

	<p>Prepare and provide tokens (12 pcs) for the plenary speakers.</p> <p>PUBLICATION</p> <p>Facilitate the processing and payment of publication for 250 pcs:</p> <ul style="list-style-type: none"> • Book of Abstracts <p>Estimated number of pages of the Book of Abstracts:</p> <p>Number of Pages: 150 – 200 pages back to back, 100 leaves Cover: 200 gsm, Matte Lamination (colored) Pages: 70-80 gsm (minimum), plain paper Printing: Laser Print Binding: Perfect Binding Size: 9 x 6 inches</p> <p>HOTEL ACCOMMODATIONS</p> <p>Reserve and pay for the hotel accommodations for the core secretariat teams of the DFA and UP Asian Center at the Diamond Hotel Manila.</p> <p><u>26 November 2024 (Tuesday)</u> 2 Rooms (Deluxe, Single/Twin Occupancy) - DFA Secretariat CHECK IN 6 Rooms (Deluxe, Single/Twin Occupancy) - UP Asian Center CHECK IN</p> <p><u>27 November 2024 (Wednesday)</u> 2 Rooms (Deluxe, Single/Twin Occupancy) - DFA Secretariat 6 Rooms (Deluxe, Single/Twin Occupancy) - UP Asian Center 6 Rooms (Single Occupancy) - Plenary Speakers - CHECK IN</p> <p><u>28 November 2024 (Thursday)</u> 2 Rooms (Deluxe, Single/Twin Occupancy) - DFA Secretariat 6 Rooms (Deluxe, Single/Twin Occupancy) - UP Asian Center 6 Rooms (Single Occupancy) - Plenary Speakers</p> <p><u>29 November 2024 (Friday)</u> - EVERYONE CHECKS OUT</p> <p>Facilitate the event management of the Philippine Studies Conference to ensure a smooth program.</p>	
VI	<p>DESIRED QUALIFICATIONS OF SERVICE PROVIDER</p> <p>Type: Production/ Events Management Company</p> <p>→ Must have prior experience in government collaborations with a demonstrated track record of successful partnerships, highlighting experience with cultural projects</p>	

	<p>to ensure familiarity with governmental protocols and expectations; prior work experience with the DFA is preferred.</p> <ul style="list-style-type: none"> → Must be a Filipino company that actively participates in nation-building and country branding efforts; → Must possess at least 10 years of experience as a communication, marketing, creative, media or public relations agency, and must be duly established in the Philippines. → With sufficient financial capital to complete the project. 		
<p>VII</p>	<p>LIABILITY CLAUSE</p> <p>The Contractor shall shoulder any and all damages (as defined in the Civil Code), fines, penalties, or charges incurred, including those not covered by an insurance policy, due to any violation of applicable laws, rules and regulations</p> <p>The Contractor shall submit to OCD a request for approval, at least 10 days , before any changes are made to the implementation of the Technical Specifications. The Contractor undertakes to comply with the terms and conditions of the Contract, including the provisions of these Terms of Reference/ Technical Specifications, despite such changes.</p> <p>Any change not approved or authorized by OCD in writing, shall not be paid by the Department.</p> <p>The Contractor shall employ all available legal means to ensure that services stated in the contract will not be hampered.</p> <p>Reservation Clause</p> <p>The Department reserves the right to:</p> <p>amend the contract, as a contingency measure and if necessary especially in case unforeseen/fortuitous events occur during the contract period that would affect its implementation subject to applicable laws, rules and regulations.</p>		
<p>VIII</p>	<p>TERMS OF PAYMENT/ DELIVERY (3 tranches)</p> <table border="1" data-bbox="284 1697 1141 1998"> <tr> <td data-bbox="284 1697 483 1998"> <p>15%</p> </td> <td data-bbox="483 1697 1141 1998"> <p>Upon release of the Notice to Proceed and submission of the following:</p> <ul style="list-style-type: none"> - Upon finalization of the reservation of the following venues: <ol style="list-style-type: none"> 1. Ramon Magsaysay Hall 2. San Agustin Courtyard/ Museum 3. Diamond Hotel Ballroom 4. Diamond Hotel accommodations </td> </tr> </table>	<p>15%</p>	<p>Upon release of the Notice to Proceed and submission of the following:</p> <ul style="list-style-type: none"> - Upon finalization of the reservation of the following venues: <ol style="list-style-type: none"> 1. Ramon Magsaysay Hall 2. San Agustin Courtyard/ Museum 3. Diamond Hotel Ballroom 4. Diamond Hotel accommodations
<p>15%</p>	<p>Upon release of the Notice to Proceed and submission of the following:</p> <ul style="list-style-type: none"> - Upon finalization of the reservation of the following venues: <ol style="list-style-type: none"> 1. Ramon Magsaysay Hall 2. San Agustin Courtyard/ Museum 3. Diamond Hotel Ballroom 4. Diamond Hotel accommodations 		

	<p>for the secretariat</p> <ol style="list-style-type: none"> 5. Diamond Hotel Breakout Rooms 6. Submission of the itinerary of the Manila tour
35%	<ol style="list-style-type: none"> 1. Procurement and fulfillment of delivery of conference kits 2. Publication and delivery of the 250 pcs of Book of Abstracts
50%	<ul style="list-style-type: none"> - Upon delivery of post-event collaterals (i.e. videos and photos) of the Philippine Studies Conference

ANNEX A

RAMON MAGSAYSAY CENTER - 27 NOVEMBER 2024 (WEDNESDAY)

Included but not limited to:

Date	Particulars	Remarks	Qty	Unit	
27 November 2024 <i>(Wednesday)</i>	Ramon Magsaysay Hall (180-250 pax)	Inclusive of ingress, 4 hours event, 2 hours egress, use of kitchen	10	Hours	
	Chair Rentals	Comfortable chairs with cover	250	pcs	
	LED Wall lights and Sounds	Ad Flex			
		Monitor Speakers			
		Wireless Mics			
		Digital Audio Mixer			
		Laptop with YouTube Premium			
		VDJ Controller			
		Speaker Stand			
		Cables and Wires			
		Wired Mic			
		Lights			
		LED Wall			
		Lights controller			
		HDMI Connector			
	Power Lines				
	Manpower				
	Stage Set Up	Platform with carpet and podium Flags and flagpoles for: 1. DFA flag 2. UP flag 3. Philippine flag			
	Internet and Networking	30 mbps or higher			
	Decor and Ambiance	Plants and Flowers			
Registration Desk					
Backdrop	Showing key visuals of the				

		event		
	Maintenance and housekeeping staff on duty	Housekeeping and maintenance staff on duty		

ANNEX B

DIAMOND HOTEL MANILA, 27-28 NOVEMBER 2024 (WEDNESDAY)

Included but not limited to:

Date	Particulars	Remarks
26-28 November 2024	Secretariat Room: Sapphire Room	Secretariat Room - DFA and UP Asian Center Secretariat
		Tables and chairs
		WiFi
		Power supply
27-28 November 2024	Plenary Hall: Diamond Ballroom	Tables and chairs
		WiFi
		TV monitors/ LCD projectors/ LED wall
		Technician (for whole duration of stay)
		Podium/ rostrum with microphone
		Registration tables
		Pads and pencils
		Standard physical arrangement and floral arrangements
		HDMI cable
27-28 November 2024	Breakout Rooms: Diamond Ballroom (Breakout Room # 1-3) Onyx-Jade Room (Breakout Room # 4) Citrine-Emerald Room (Breakout Room # 5)	Tables and chairs
		WiFi
		TV monitors/ LCD projectors/ LED wall
		Technician (for whole duration of stay)
		Podium/ rostrum with microphone
		Registration tables
		Pads and pencils
		Standard physical arrangement and floral arrangements
		HDMI cable

ANNEX C

MEALS FOR 250 PARTICIPANTS

Included but not limited to:

RAMON MAGSAYSAY CENTER

Date	Particulars	Remarks
27 November 2024 (Wednesday) For 250 pax	AM Snacks + Free-flowing coffee/ tea	Fruit platter Pastries Canapes Continental Breakfast Spread (or similar) Free-flowing coffee/tea
28 November 2024 (Thursday) For 250 pax	Dinner	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea Cocktail tables

DIAMOND HOTEL MANILA

Date	Particulars	Remarks
27 November 2024 (Wednesday) For 250 pax	Lunch	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea
	PM Snacks + Free-flowing coffee/tea	Hotel's menu
28 November 2024 (Thursday) For 250 pax	AM Snacks + Free-flowing coffee/ tea	Hotel's menu
	Lunch	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea
	PM Snacks + Free-flowing coffee/tea	Hotel's menu

Date	Particulars	Remarks
27 November 2024 (Wednesday) For 250 pax	Cocktail reception food and refreshments <i>Buffet</i>	(With halal and vegetarian options) Spanish-inspired cocktail food Paella 2 Desserts 3 choices of beverage

UP ASIAN CENTER, DILIMAN

Date	Particulars	Remarks
29 November 2024 (Friday) For 250 pax	AM Snacks + Free-flowing coffee/ tea	Fruit platter Pastries Canapes Continental Breakfast Spread (or similar) Free-flowing coffee/tea
For 250 pax	Packed Lunch	Rice; 2 viands (with Halal and vegetarian options); Soup; Dessert; and, Drinks: Iced tea/ juice/ coffee or tea

ANNEX D - UP ASIAN CENTER DILIMAN COST ESTIMATE

Dialogo: Philippine Studies Goes Global				
27 - 29 November 2024 Manila, Philippines				
BUDGET as of 15 August 2024				
No.	Budget Item	Quantity	Amount per Unit	Total Amount
I.	Materials / Paraphernalia			
	Other Printing/Photocopy Services (includes Cultural Night, etc.)		30,000.00	₱30,000.00
	Supplies and Sundries		20,000.00	₱20,000.00
			Subtotal	₱50,000.00
II.	Cultural Night*			
	Honorarium (Production Team)			
	Creative Director	1 pax	8,000.00	₱8,000.00
	Assistant Stage Managers	4 pax	1,000.00	₱4,000.00
	Cultural Night Performers	6 groups		₱100,000.00
	Program Host / Voice Over	1 pax	5,000.00	₱5,000.00
	Production Staff	6 pax	1,000.00	₱5,000.00
			Subtotal	₱122,000.00
III.	Ceremonies and Roundtable*			
	Opening Ceremony (Day 1)			
	Performers (National Anthem + Additional Performances)			₱35,000.00
	Plenary Roundtable and Closing Ceremony (Day 3)			
	Lights and Sounds Rental			₱40,000.00
	Stage Design (Flowers, etc.)			₱10,000.00
	Honorarium			
	Custodial Team	4 pax	4,000.00	₱4,000.00
			Subtotal	₱89,000.00
IV.	Transportation (Pre-Conference and During)			
	Transportation (Gasoline for AC Van, Other Vehicles, Courier)		25,000.00	₱25,000.00
			Subtotal	₱25,000.00
V.	Meals and Others Expenses			
	Meals Organizing, Secretariat, Staff Meetings, etc.		35,000.00	₱35,000.00
	Communication Expenses			
	Prepaid Load/Data	25	100.00	₱2,500.00
	Audio Recorders	5 pcs.	7,500.00	₱37,500.00
	Courier Expenses		3,000.00	₱3,000.00
	Cleaning Services Costs (Auditorium)***			₱40,000.00
			Subtotal	₱118,000.00
VI.	Compensation			
	Project Team and Secretariat			
	Project Coordinator	1 x 6 months	25,000.00	₱150,000.00
	Finance Manager	1 x 3 months	10,000.00	₱30,000.00
	Personnel			
	Graphic Designer/Layout Artist/Web Developer****	1 x 5 months	20,000.00	₱100,000.00
			Subtotal	₱280,000.00
VII.	Honorarium			
	Organizing Committee			
	Conference Convener	1	30,000.00	₱30,000.00
	Secretariat Head / Conference Director	1	30,000.00	₱30,000.00
	Organizing Committee	7	15,000.00	₱105,000.00
	Organizing Committee Secretariat Staff	2	15,000.00	₱30,000.00
	Organizing Subcommittee	16	2,500.00	₱40,000.00
	Conference Proper			
	Keynote Speakers	2	25,000.00	₱50,000.00
	Panel Moderators	35	2,000.00	₱70,000.00
	Master of Ceremonies and Roundtable Moderators	4	4,000.00	₱16,000.00
	Ushers and Runners	6	3,000.00	₱18,000.00
	Rapporteur/Documenter/Writer/Assist	6	5,000.00	₱30,000.00
	Technical Staff (Plenary and Panel Sessions)	7	3,000.00	₱21,000.00
	Transcriber	1	5,000.00	₱5,000.00
			Subtotal	₱445,000.00

ANNEX E

Tentative Program (as of 19 August 2024)

DAY 1 - 27 November 2024

TIME	ACTIVITY	VENUE
9:00 AM	Opening Ceremonies <ul style="list-style-type: none">• Welcome Message• Opening Remarks• Introduction of the Speaker• Guest of Honor message	Ramon Magsaysay Center
9:45 AM	BREAK	
10:00 AM	Plenary 1 <ul style="list-style-type: none">• Introduction of the Speaker• Keynote Lecture 1• Overview of Conference Program	
11:15 AM	Transfer to Diamond Hotel and Lunch	Diamond Hotel
11:30 AM	Lunch TBC - Pull-aside meeting with foreign institutions and universities with Philippine Studies Program funded by the Office of Senator Loren Legarda As of 13 August: (1) University of Hawaii - Manoa (2 pax) (2) Ruhr University Bochum (1 pax) (3) University of Michigan (4) Thammasat University (1 pax)	Diamond Hotel Ballroom
12:30 AM	Parallel Session A <ul style="list-style-type: none">• 5 Sessions, 4-5 Papers each	Diamond Hotel Breakout Rooms - Second Floor
2:00 PM	Break	
2:20 PM	Parallel Session B <ul style="list-style-type: none">• 5 Sessions, 4-5 Papers each	
3:50 PM	Break	
4:10 PM	Parallel Session C	

	<ul style="list-style-type: none"> • 5 Sessions, 4-5 Papers each 	
5:40 PM	End of Day 1	
6:30 PM	Cocktail Reception	San Agustin Church, Intramuros

DAY 2 - 28 November

TIME	ACTIVITY	VENUE
9:00 AM	Plenary Session 2 <ul style="list-style-type: none"> • Introduction of the Speaker • Plenary Speaker 	Diamond Hotel Main Ballroom
10:00 AM	BREAK	
10:30 AM	Parallel Session D <ul style="list-style-type: none"> • 5 Sessions, 4-5 papers each 	Diamond Hotel Breakout Rooms - Second Floor
12:00 PM	Lunch	Diamond Hotel Main Ballroom
1:00 PM	Parallel Session E <ul style="list-style-type: none"> • 5 Sessions, 4-5 papers each 	Diamond Hotel Breakout Rooms - Second Floor
2:30 PM	Break	
2:50 PM	Parallel Session F <ul style="list-style-type: none"> • 5 Sessions, 4-5 papers each 	
4:20 PM	Break	
4:40 PM	Parallel Session G <ul style="list-style-type: none"> • 5 Sessions, 4-5 papers each 	
6:10 PM	End of Day 2	
7:00 PM	Dinner Reception and Cultural Night at the	Ramon Magsaysay Center

DAY 3 - 29 November

TIME	ACTIVITY	VENUE
7:00 AM	Assembly and Preparation for Departure form Diamond Hotel to UP Asian Center, Diliman	Diamond Hotel Lobby

8:30 AM	Plenary Sessions 3 <ul style="list-style-type: none"> ● Plenary RTD 1 ● Open Forum 	GT-Toyota Asian Center Auditorium, UP Diliman
9:45 AM	Break	
10:15 AM	Plenary Session 4 <ul style="list-style-type: none"> ● Plenary RTD 2 ● Open Forum 	
11:30 AM	Closing Program	
12:00 PM	End of Conference	
12:00 PM	Lunch	
1:00 PM	Cultural Tour <ul style="list-style-type: none"> ● UP Diliman Tour 	
Participants split up into two (2) tour groups: TOUR A: National Museum of the Philippines TOUR B: Fort Santiago, Intramuros		

TOUR A: National Museum of the Philippines

TIME	ACTIVITY	VENUE
2:00 PM	Depart for National Museum of the Philippines	UP Asian Center
3:00 PM	Arrival at the National Museum of the Philippines	National Museum of the Philippines
3:10 PM	Cultural Tour <ul style="list-style-type: none"> ● National Museum of the Philippines 	
5:00 PM	End of Tour/ End of Day	

TOUR B: Fort Santiago, Intramuros

TIME	ACTIVITY	VENUE
2:00 PM	Depart for Fort Santiago, Intramuros	UP Asian Center
3:00 PM	Arrival at Fort Santiago, Intramuros	Fort Santiago, Intramuros
3:10 PM	Cultural Tour	

	<ul style="list-style-type: none">• Fort Santiago, Intramuros	
5:00 PM	End of Tour/ End of Day	