

XUNICEF Reunion in the Philippines

Update and Advisory

15 September 2024

The Core Organizing Group (COG) for the XUNICEF PHILIPPINES REUNION scheduled 3-9 February 2025 is delighted at your overwhelming response. As of end August, in our Google drive with companions counted, 104 have indicated their interest in coming; another 49 have said maybe.

COG counts on the active participation of several very committed members. Because Mary Racelis has attended many of the previous XUNICEF reunions, we are fortunate to have her as the Senior Consultant to the operations team. The group is further strengthened by members Regina Molera, May Pascual, and Joselito Nuguid, who together have taken the main responsibility for planning, supply, and logistical matters. Mary Ann Maglipon heads the Communications Group working with Ruth Leaño, Tess Stuart, Thelma Lampano and Nestor Pestelos. Their efforts make my actions as team leader, eminently “doable” – as Jim Grant would say.

After a careful review of bids, we have selected media.Xchange,(MediaX) as our Destination Management Company, DMC. Highly competent and admirably flexible, MediaX understands our needs, owing to its previous work with the UNICEF country office. Very soon, its staff will be consulting directly with you as the reunion participants.

COG is preparing for a meaningful and enjoyable reunion in the Philippines. We have drafted and continue to refine the program, benefitting from recommendations provided by previous reunion host-organizers and sent to us by Margherita Amadeo, Malta reunion organizer.

The Philippine program will take the participants to scenic and historical places in Manila, the Tagaytay Volcano ridge and Bohol province. While enjoying the local sights and sounds, the participants will have many opportunities to reunite with long-standing friends and make new ones. Key personalities will enable them to discuss and exchange ideas on issues relevant to the country, the work of UNICEF and global issues close to our hearts. *See Attachment 1 for the program dated 15 September 2024.*

We have several requests for prospective participants, to enable us to prepare further for the reunion, as follows:

1. **Following the survey initiated in July to gauge the level of interest in joining the reunion, we now ask prospective participants to confirm your participation.**



You can do that by clicking the link at the end of this paragraph and answering several questions: (a) whether you are participating, (b) if yes, whether you are traveling with a companion/s, and (c) how many companions? The link to the Google form: <https://forms.gle/8W3v3v3v3v3v3v3v>. Please send your response by **30 September 2024** at the latest.

2. Based on the best estimates of MediaX and COG, in the table below is estimated information on costing to guide your decision. There are three separate cost components including (a) cost of domestic airfares and transfers, (b) cost of hotels in Manila and Bohol province and (c) cost of the program. The cost of the program includes the following: welcome cocktails and last day dinner and dance, bus rentals, tour guides, group meals, tour entrance fees, production design, printed materials, overall coordination/event management and logistical support and sundries. See table below.

Items	Estimate of total costs		Per Capita Costs	
	Pesos	US Dollars	Pesos	US Dollars
a) Cost of domestic airfares (Manila-Bohol-Manila) and transfers	2,093,437.50	38,062.50	20,823.38	380.63
b) Cost of program	4,865,400.00	88,461.81	48,654.00	884.62
c) Amount to be transmitted to MediaX by Oct 15 for (a+b) only				1,265.25
d) Based on quotes from the hotels, the cost of hotels in Manila and Bohol province				
1. For Participants Opting for Double Occupancy	2,395,000.00	23,950.00	43,545.45	435.45
2. For Participants Opting for Single Occupancy	4,395,000.00	79,909.00	43,950.00	799.09
e) Total estimated cost (c+d)				
1. Total estimated cost with double occupancy (c+d.1)	9,353,838.50	150,474.31	93,538	1,700.71



2. Total estimated cost with single occupancy (c+d.2)	11,353,837.5	206,433.31	113,427.38	2,064.34
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*Peso to USD rate used: PHP55 to \$1

**Participants will transact directly with hotels to complete or amend reservations made by reunion organizers.

***Costs are best-efforts estimates, and do not include any revisions due to unforeseen circumstances

Kindly review the table to help you make your final decision on the reunion. Please note that the above per person cost does not include the flights from your residence to Manila and return.

3. MediaX will be the custodian of the program money paid by the participants. The deadline for transmitting the contribution per capita is 15 October 2024. The system of transmittal is designed to keep COG informed in real time as participants send their contributions directly to MediaX. Shown below are the bank details for transferring payments.

Payment Details	
Bank Name	Philippine Savings Bank
Account Name	media.Xchange Public Relations Consultancy Services Inc.
Account Number (USD)	116130000186
Account Number (PHP)	116102000339
Swift Code	PHSBPHMM
Bank Address	Aguirre Bldg. 2211 Commonwealth Ave Capitol District Quezon City, Philippines
Bank code	01047-0992
Bank Branch	Commonwealth Branch
Branch Code	116

3. Attendees who will affirm their participation will receive a Registration Form from MediaX, which they should complete on or before **30 September 2024**. MediaX will then share the consolidated list of registered participants with XUNICEF and COG. Once we have consolidated the list of registered participants, they will receive information on the hotels from MediaX. Participants will thus be able to book their rooms directly with the hotels at the contracted rates.

Please note the following important information on hotels:



For Manila, the selected accommodation is the iconic Manila Hotel located along Manila Bay. In Bohol, we have chosen the Bellevue Hotel located by the beach. Sixty rooms have been booked in each of these hotels. If the required number of rooms comes to over 60 by the deadline date, we are prepared to offer other hotels both in Manila and Bohol. Our tentative booking for Manila Hotel and Bellevue Hotel is available only until **15 October 2024**. Beyond this date, two contracted hotels have specified that no further room guarantees will be available. In other words, the earlier you confirm with the hotels the better.

We are organizing two to three different flights for the trip from Manila to Bohol and back. Once MediaX has all the relevant flight details from your registration, it will inform you without delay. Once MediaX has received your contribution per capita ideally **before or on 15 October**, MediaX will book your flights and secure your tickets for the internal air travel.

To summarize, the various deadlines for the information needed from you by MediaX and COG are the following:

Key Milestones	Responsibility	Deadline
1. Affirmation of participation, Click the link https://bit.ly/XUNICEF2025	Reunion Participants	15-30 September 2024
2. Send registration form to confirmed participants	MediaX	From the time participant's confirmation is received In September
3. Complete registration	Reunion Participants	No later than 4 October 2024
4. Remit the amount of US\$ 1,265.25 to MediaX account	Reunion Participants (See Bank details of MediaX above.)	15 October 2024
5. Inform hotels of confirmed participants and companions and other details and hotels send booking invitations to	MediaX Sales Office of Manila Hotel and Bellevue Hotel	5 October 2024



reunion registered participants		
6. Confirmed participants will book hotels in Manila and Bohol directly	Reunion Participants	6-15 October 2024
7. MediaX books and purchases air tickets for Manila Bohol Manila	MediaX	16-21 October 2024
8. Media X complete all program arrangements with suppliers	MediaX	30 October – 15 November 2024
9. MediaX and COG addresses emerging issues	MediaX with COG support	From October 2004 to January 2025
10. MediaX and COG updates the XUNICEF regularly	MediaX and COG	From 15 September 2004 to January 2025

We are looking forward to hearing from you and welcoming you to Manila with great enthusiasm in February 2025.

On behalf of our COG,

Signed

Ces Adorna
Team Leader

Copy Furnished:

MediaX



All members of the COG

