



Making Futures Philippines

Joining instructions

06–08 March 2020

Quest Hotel, Cebu City, Philippines



Welcome

Welcome to Cebu!

Making Futures: Rethinking Craft Communities, Taking on Global Challenges is a three-day conference taking place from 6-8 March 2020 at the [Quest Hotel](#). It explores contemporary craft and maker movements as ‘change agents’ in societies across the globe. It is a partnership between the British Council and [Plymouth College of Art](#) and supported through British Council’s [Crafting Futures](#) global programme, [DTI-Design Center of the Philippines](#) and [Philippine Textile Research Institute](#).

We are trying to reduce paper use for this event. You may find all details, including the programme and post-conference materials [here](#).

Thank you for joining us. Should you need any help or have any problems, please reach out.

Important contacts

British Council

Our office is in Manila, located at The Curve, 7th Floor, 32nd Street corner 3rd Avenue, Taguig 1634, Philippines

Phone number: +63 (0)2 8 555 3000

Email: britishcouncil@britishcouncil.org.ph

Website: www.britishcouncil.org.ph

For general concerns and questions about the event, you may approach:

	<p>Henri Palma Programme Officer, Arts and Creative Industries Henri.Palma@britishcouncil.org.ph +63 917 810 7846 (WhatsApp)</p>
	<p>Randel Urbano Arts Manager, East Asia Randel.Urbano@britishcouncil.org.ph +63 917 722 2939 (WhatsApp)</p>



Marc Ocampo

Arts Manager, Arts and Creative Industries

Marc.Ocampo@britishcouncil.org.ph

+1 323 963 4853 (WhatsApp)



Malaya Del Rosario

Head of Arts and Creative Industries

Malaya.DelRosario@britishcouncil.org.ph

+63 936 936 9128 (WhatsApp)

ASpace events team

For on site logistical concerns and questions, you may approach:



Jeun Tolsa

Project Manager

jeun@aspace.team

+63 977 815 12 26



Mia Jane Lora

Project Lead – Cebu

miajanelora@gmail.com

+63 977 815 1196

Quest Hotel

This is the venue of the conference. Some of you may be staying here, too.



Brian Delator
Catering and Events Coordinator
cebucscoor@questhotelsandresorts.com
+63 998 589 71 44

Emergency contact numbers in Cebu

Contact Name	Telephone number
Cebu City Police Department Gorordo Avenue Cebu City 6000	Dial 166 from any landline +63 32 233-6705; +63 917-3057 699; +63 906 390 3402 (Hotline) +63 32 412-3138
Cebu City Tourist Police Unit	
Emergency Hotline	+63 947-178-000; +63 947-178-9999; +63 32 262 1424
Emergency Fire Department	Dial 160 from any landline Fil-Chinese Volunteer Fire Brigade: +63 32 254 0200; +63 32 254 0300; +63 32 918-909-9785 Mandaue City, Cebu Fire Department: +63 32 344 4747; +63 32 344 3364
Mactan Cebu International Airport	+63 2 494 7000
Perpetual Succour Hospital, Gorordo Avenue, Cebu City, Cebu	+63 32 233 8620 to 39

Social networking sites

Follow these social media accounts:

	British Council	Plymouth College Of Art	Design Center Of The Philippines	Philippine Textile Research Institute
Twitter	phBritish	plymouthart	DTIDesignCenter	-
Instagram	phBritish	plymouthcollegeofart	DTI.DesignCenterPH	telapilipinas
Facebook	phBritish	plymouthcollegeofart	DTI.DesignCenter	ptri.dost

Please use **#MakingFuturesPH** and **#CraftingFutures** throughout the conference and tag @phbritish on all your social media posts.

Pre-departure information

Travel and medical insurance

All participants are strongly advised to have adequate personal insurance (medical, travel/cancellation, personal possessions, liability) for the duration of the event. The organisers cannot make any arrangements for this.

It is recommended that guests take out health insurance with international coverage. Vaccinations are not required but guests are recommended to consult their institutions' clinic before departure.

On COVID-19

At the British Council, the health and safety of all our visitors, staff and the communities in which we operate is our top priority. We support and cooperate with all local government agencies to put all necessary measures in place for the well-being of everyone we engage with in the course of our operations.

The hotels can arrange for a doctor on call, if required. However, you are advised to carry medicines for basic ailments with you. You are also advised to have your own travel/medical insurance. The organisers will not be liable for any medical emergencies or travel accidents.

We would like to remind our guests and participants of the following:

- If you are feeling unwell, have a cough, fever or flu or have recently visited Hubei Province, China, please seek immediate medical attention and advice on your suitability to attend. Inform the event organisers of the doctor's advice.

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- If you would like to bring and/or wear a mask, please feel free to do so.
 - We recommend using hand sanitisers and regular handwashing as a basic safeguard.
 - We are monitoring the COVID-19 situation very closely and will continue to take relevant measures in line with the advice of local government agencies. Participants and visitors are strongly encouraged to visit <https://www.doh.gov.ph/2019-nCov> for updated information on the country's health advisory and precautionary measures.
 - Additional resources and information on protection from **Coronavirus Disease (CoVID-2019)** may be found on the WHO website: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>
 - Should you require further assistance, please email Randel Urbano at randel.urbano@britishcouncil.org.ph and Jaun Tolsa at jeaun@aspace.team (onsite event manager).

Personal spending money

You are advised to bring enough Philippine currency to cover your expected needs. There will be outlets at the Mactan Cebu International Airport and Ninoy Aquino International Airport where you will be able to change money. Once at the hotel, the opportunity to change money is much more limited, though there are ATMs near the hotels.

Travel and transport

For those traveling internationally, upon arrival at the airport, you will need to go through immigration / passport control before collecting your baggage. This can take up to an hour and occasionally longer, so please factor this into your travel time.

For those travelling locally, you may immediately collect your luggage in the assigned conveyor belts before leaving the airport.

For participants staying at Quest Hotel, a Quest Hotel booth is located at the baggage claim section for any transfer concerns. Your airport transfer will be provided by Quest Hotel and arranged by our event managers, ASpace Inc. c/o **Bettina Solis, +63956 432 8287, bettina.aspace@gmail.com**.

Taxis

Coupon (pre-paid) taxis are available at the airport. Rates are fixed and dependent on the destination. This is safer but generally more expensive compared to a metered taxi. Coupon taxi

counters can be found immediately after exiting the Customs area. Expect to pay around 500-1,000 pesos for destinations within Cebu.

When riding a taxi, ensure that the meter is switched on and that you have small denomination bills.

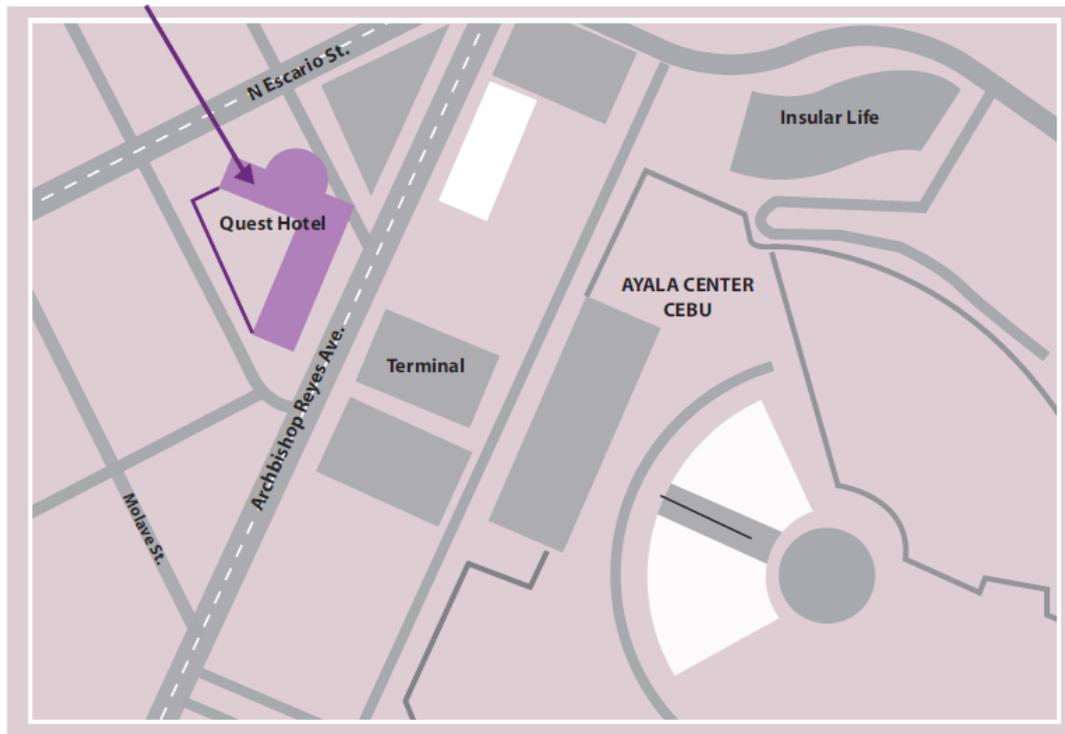
Using [Grab](#) is popular when you want to travel within Cebu.

Please allot one-hour travel time from/ to the airport/ hotel. It is advisable, however, to allot an hour and a half to two when travelling during rush hour.

Conference venue

Name of hotel	Quest Hotel and Conference Center
Address	Archbishop Reyes Ave, Cebu City, Cebu, Philippines
Tel. no.	+63 32 402 5999

Location



Quest Hotel & Conference Center is located within Cebu's business district. The hotel is conveniently accessible to business offices, government centres, shopping malls, tourist attractions, and nightlife destinations.

From	Distance	Time
Mactan Cebu International Airport	13 km	45 minutes (by car)
Business district and nearby restaurants	750 m	3 minutes (by car)
Ayala Center Cebu (nearest mall)	350 m	5 minutes (by foot)
Sea Port	4 km	15 minutes (by car)

Arriving at the conference venue

Making Futures will take place entirely at Quest Hotel and Conference Center. (Archbishop Reyes Ave, Cebu City, Cebu, Philippines). Meanwhile the cultural tours will be within the city of Cebu.

Level	Location/Room	Activity
Ground Floor	Hotel lobby (near elevator)	Crafting Futures exhibition
Ground Floor	Puso Bistro and Bar	Lunch
6th Floor	Elevator landing area	Cebu City of Design exhibition
6 th Floor	Hillary 1 and 2 rooms	Days 1 and 3 Breakout sessions Day 2 Workshops
7 th Floor	Henson room	Main plenary Opening remarks Keynote presentations Days 1 and 3 breakout sessions Day 2 workshop Closing remarks

Day 1, 2 and 3 (AM) will take place at Quest Hotel and Conference Center (Archbishop Reyes Ave, Cebu City, Cebu, Philippines). There is very limited parking available.

Day 3 (PM) is cultural tour in Cebu City (crafts, furniture and weaving). Transportation will be provided.

Measures against COVID-19 Virus

1. All five hotel entrances (Main lobby entrance, Charlie 2 entrance, Grand Cenia lobby, Fourth floor entrance & Puso entrance) are provided with client screening tools such as thermal scanner & visual inspection of symptoms.
2. Screening for clients with history of travel in China.
3. Quest Hotel has a holding area /isolation rooms for suspected cases.
4. Hotel entrance, counters, elevators and function rooms are provided with hand sanitizers.
5. Counters are sanitized every 30 mins using alcohol. Luggage room and elevators are sanitized with hospital grade disinfectant every hour.
6. Function rooms are provided with sanitizers. Microphones are sanitized every after use.

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7. All hotel staff, most especially those who are interacting with guests, are mandated to use personal protective equipment. Proper handwashing at all times is also being advised.
 8. All housekeepers are equipped with alcohol bottles.

Registration

Registration tables will be set-up at the seventh floor, Henson Room entrance. Please have a valid ID ready. Please proceed to the designated check-in line for:

1. British Council staff
2. Keynote speakers, presenters and moderators
3. British Council invited partners
4. DCP, PTRI and DTI delegates
5. General audience
6. Conference vendor

Conference materials

All information such as programme, bios of keynotes and presenters, session briefs and among others can be accessed through: britishcouncil.ph/makingfuturesph

What to wear and bring

Conference attire is smart casual. Dress for tropical weather but you may also bring a scarf/ sweater/ jacket for air-conditioned conference venues.

Meals at the conference

Lunch and morning and afternoon snacks have been arranged by the organisers and will be served at the venue for three days of the event. There will be vegetarian options in the menu. Participants who are billeted at the hotel also have breakfast as part of their room accommodations.

If you have any dietary requirements, please ensure that this has been communicated to event managers, ASpace Inc. **Please contact Bettina Solis at +63956 432 8287 or email her at bettina.aspace@gmail.com.**

Smoking/non-smoking arrangements

Smoking is banned in all enclosed public spaces everywhere in the Philippines – including hotels, bars, restaurants and workplaces. If you wish to smoke, be prepared to use designated outdoor area. Smoking areas at the Quest Hotel: Fourth floor, Seventh floor

Emergency information

Emergency exit signs at Quest Hotel are clearly marked and all rooms have Emergency and Drill Procedures information posted.

Imminent Threat	Earthquake	Fire
<ul style="list-style-type: none"> - Listen to the announcement through the PA system - If indoors, stay inside, lock doors and close windows, turn off lights and put phone on silent mode - If outdoors, go to a secure area - Stay in place until an all-clear announcement is made 	<ul style="list-style-type: none"> - Upon hearing the siren or while hearing tremors, DUCK-COVER-HOLD - After siren/tremors, immediately go to the designated evacuation assembly area 	<ul style="list-style-type: none"> - Upon hearing the alarm, immediately proceed to the designated evacuation assembly area

Designated evacuation area: Open space across East West Bank along Archbishop Reyes Avenue



Quest Hotel's emergency hotline

1. Dial 0 to reach the operator
2. Dial 5000 and call will be registered as Emergency

Internet connection

There is WIFI internet access in all conference rooms of the hotel.

For participants staying at Quest Hotel

Check-in

Check in time starts at 14.00.

Check-out

Check-out time is 12.00.

Meals

Breakfast is available at the hotel each morning of your stay. Outside of the conference, food will not be provided. There are many restaurants, convenience stores and malls near the hotel.

If you have dietary requirements, please ensure that this has been communicated to our event managers, **ASpace**. **If you have any concerns, please contact Bettina Solis at +63956 432 8287 or email her at bettina.aspace@gmail.com.**

Internet connection

There is WIFI internet access in all guest rooms of the hotel.

Hotel costs

Please note that you would need to pay to the hotel any additional expenses incurred (e.g. telephone calls, dry cleaning, mini bar, or room service) on departure.

Quest Hotel's emergency hotline

1. Dial 0 to reach the operator
2. Dial 5000 and call will be registered as Emergency

Communications

Telephone calls

If you want to make a phone call from your hotel room, it is best to check the costs beforehand as it can be quite expensive to call overseas from a hotel. All hotels have discretion to set their own unit charges and to decide the length of time of a unit. These vary depending on the time of day and the distance of the call. You will have to pay for these calls when you check out.

Mobile phones

Before you leave your home country, check with your mobile phone provider that the roaming function is activated on your phone or if your mobile phone can work with a different SIM card. If you expect to make a lot of local calls or to receive calls while in the Philippines, it might be advisable to buy a Philippines SIM card and install it in your mobile phone.

Other Useful Documents

- For international travellers – Visitors Notes
- For all participants – Conference Programme
- For all presenters – Speakers' Guidelines