

A HANDBOOK OF INFORMATION

OPENING CEREMONIES:

Opening ceremonies will be held in the House of Representatives, in the Philippine Congress. Closed door sessions will be held in Malacañang.

BILLETING:

All heads of state and chiefs of state will be billeted at the Manila Hotel.

INFORMATION CENTERS:

There will be a Press and Information Center at the Winter Garden of the Manila Hotel, with adequate telex and telephone facilities. All announcements concerning the conference will be made at the Center.

An auxiliary Press and Information Center will also be set up at Malacañang Press Office. Tel. Nos. are:

60-23-60	60-14-68
60-14-81	60-14-66
60-26-88	60-14-62
60-14-69	60-25-33
60-14-67	60-24-77
60-26-44	60-14-63
60-25-88	60-24-25
60-14-64	

There will also be Press and Information Desks at each of the hotels to extend assistance to newsmen in their coverage.

The Press Office will always be on hand to extend assistance and Press Office representatives will be posted at Press and Information Centers set up at the various hotels. Otherwise, call the Press Office at Malacañang (3-30-86, 3-45-88, 4-55-68, 3-29-78, 3-21-31 loc. 248, 3-96-61 loc. 204)

ACCREDITATION CARDS:

Accreditation cards and/or arm bands of media representatives from participating countries will be issued by the Press Secretary on the basis of the list and/or certification from the Press Counsellors of their respective embassies.

Non-participating countries will be issued accreditation cards upon presentation of their passports and their press or other identification cards from the newspaper or other news media represented by them.

SECRETARIAT:

A Secretariat for the Summit Meeting has been set up at the Tindal and Oak Rooms of the Manila Hotel. The Secretariat will be open every day to extend needed assistance or give information on accommodations, trans-

The telephone numbers are:

Tindalo Room - - - - - 40-45-11, 40-45-91
Oak Room - - - - - 40-45-92, 40-47-44, 40-42-22

POOL OF REPORTERS:

A pool reporting system for the newsmen has been arranged in view of difficulties of accomodating the media representatives in the conference halls.

The Press Counsellors of the participating countries may coordinate with Ambassador Guillermo V. Sison on these arrangements.

Ambassador Sison may be reached at the Department of Foreign Affairs-Telephon No. 5-79-21 or Manila Hotel Center Phone number.

Mr. Roberto Garcia handles arrangements for radio and telev'sion coverage, and the Press Counsellors are likewise requested to coordinate with him.

His telephone No. is 88-77-58

Inquiries may also be addressed to the Press Secretary or the Assistant Press Secretary.

INSPECTION OF CAMERAS:

Security officials will inspect cameras (photo, television and movie) at least 24 hours before the opening session.

The camera equipments will be inspected at the Press and Information Center at the Manila Hotel.

It is suggested that the participating countries assign their own representatives to the Philippine team.

SHIPPING OF FILMS:

A committee to assist photographers, movie and television representatives in shipping home their films has been created.

Members of the committee are Messrs. Charlie Angeles and Louie Tabuena.

Mr. Angeles has made the offices of the Pan-American at the Manila Hotel available for this work. An office will also be set up at Filipinas Hotel. Quantas Airlines has also offered the facilities of its offices at the Manila Hotel.

Group photo sessions schedule. Arrangements have been made for group photo sessions of the participating heads of states and governments in Congress before the opening of the Conference on October 23, and in Malacañang before they go into the closed sessions.

Photo vans available: Photo vans are available for still and movie cameramen to cover the heads of states and governments while they are enroute to Manila Hotel from the Manila International Airport.

rangements have been made with Salvador Mascardo, Collector of Customs at the Manila International Airport.

Camera equipment security checks: Conference security officials will be at the airport on the day of arrival of the heads of states and governments for routinary inspection of cameras which will be used immediately upon arrival of the correspondents coming in with the heads of states and governments. Camera security checks for subsequent coverage will be made at the Press and Information Center at the Winter Garden, Manila Hotel, starting October 21 as previously announced.

Luggage arrangements at the Airport: Media representatives arriving with the heads of states and governments will be extended port courtesies. Armed Forces personnel will be on hand to extend assistance to the visiting media representatives assigned for the purpose.

Stickers: Press plates and stickers for media representatives: The Secretariat official cars, those of the Press Counsellors' of the participating nations, and those of all media representatives, local and foreign, will be provided with Press plates and stickers.

Distinguishing stickers like "Press Atache, Australia" or "Press, Philippines" will be provided by the Malacañang Press Office,

Local media representatives who desire to use their personal cars in the coverage may file their requests for plates and stickers with the Malacañang Press Office.

Ships and Planes available for Trips: PN ships and PAF planes for media representatives: There will be Philippine Navy ships and Philippine Air Force planes available for media representatives who may wish to go on trips out of the Manila area before, during or after the Conference. Familiarization tours are being planned for foreign media representatives.

Walkie-Talkies Not Allowed:

The use of walkie-talkies by correspondents will not be allowed.