

VENUE	OFFICE / MEETING/ EVENT	TYPE	ROOM / ALLOCATION	REMARKS	SPACE/PAX	Estimated number of occupants
	ADB Secretariat Advance Team	Office				40
	Storage and Supplies Room	Storage - ADB			20 sq.m.	20
	Registration Center	Office for registration team(5 desks)		Refreshments	700 sq.m.	700
	Media Center: Department of Communications, Interview room	Main Room for Journalists			500 sq.m.	500
		Department of Communications Staff area			100 sq.m.	100
		News Agencies Booths x 6	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6:	Soundproof	20 sq.m.	120
		Multimedia Room			30 sq.m.	30
		Media Briefing Room		Soundproof	100 sq.m.	100
		Media Interview Room		Soundproof	30 sq.m.	30
		TV Studio		Soundproof	40 sq.m.	40
		Media Centre Lounge			30 sq.m.	30
		Photocopy and Refreshments			20 sq.m.	20
		Storage Room			20 sq.m.	20
		Newspaper and Magazine stand (open area)			10 sq.m.	10
	Media Broadcast area	(Preferably outside the seminar rooms)			10 sq.m	10
	Office of The Secretary & Assistant Secretary of Board of Governors	Office (and meeting room)		Soundproof	40 sq.m.	10
		Secretaries and reception area			30 sq.m.	30
	President's Office	Office		Soundproof	60 sq.m.	60
		Bilateral Meeting Room/Loan Signing room		Soundproof	50 sq.m	50
		Staff Room		Refreshments	50 sq.m	50
		Staff waiting room/ area			20 sq.m	20
		Delegations waiting room x 3	Room 1: Room 2: Room 3:	Refreshments	100 sq.m.	35 per room
		Reception or open area			20 sq.m	20
		President's rehearsal room			15 sq.m	10
	Chair of the Board of Governors Office	Office			40 sq.m	40
		Meeting Room			50 sq.m	50
		Staff Room			50 sq.m	50
	VIP Speakers for Host Country & ADB / Opening Session / Governors' Seminar / Guest of Honor Holding Room			Refreshments	20 sq.m	6
		Directors Offices x 12	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6: Room 7: Room 8: Room 9: Room 10: Room 11: Room 12:		20pax per room	240
		Alternate Director's Office x 12	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6: Room 7: Room 8: Room 9: Room 10: Room 11: Room 12:		20pax per room	240

O F F I C E S	Board of Directors' Offices & Meeting Rooms	Staff Room x 12	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6: Room 7: Room 8: Room 9: Room 10: Room 11: Room 12:		20pax per room	240
		Meeting Room x 12	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6: Room 7: Room 8: Room 9: Room 10: Room 11: Room 12:		20pax per room	240
		Additional Meeting Room (Soundproof)	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6: Room 7: Room 8: Room 9: Room 10: Room 11: Room 12:	Soundproof	20pax per room	240
		Photocopy and Refreshments (or in open area)	Room 1: Room 2: Room 3:			
	6 Vice Presidents; Managing Director General; 1 Dean, ADB Institute Offices and Meeting Rooms	Offices	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6: Room 7: Room 8:		24 per room	50
		Staff Room	Room 1: Room 2:		20 per room	40
		Refreshment Station/ area			24 per room	192
		Meeting Rooms	Room 1: Room 2: Room 3: Room 4:		20 per room	80
	Heads of Departments' Offices and Meeting Rooms	Offices (Open plan) <i>Sofas, armchairs, catering station,computer stations,lockers</i>		Refreshments	510 sq.m	510
		Secretaries Pool			50 sq.m	50
		Meeting Rooms	Room 1: Room 2: Room 3: Room 4: Room 5: Room 6:	Soundproof	20 per room	120
		Refreshment Station/ Photocopy area			20 sq.m	20
	ADB Secretariat Offices	ADB Secretary			20 sq.m	20
		Planning & coordination (Business Proceedings + Security)			380 sq.m	380
		Meeting room		Soundproof	50 sq.m	50
		Seminar coordination Office (should be bear Seminar rooms)			50 sq.m	20
		Seminar Coordination meeting room		Soundproof	20 sq.m	20
		Networking Events Office			20 sq.m	20
		Seminar Speaker Meeting (Prep) Room		Refreshments	20 sq.m	20
		Storage and Supplies			30 sq.m	30
	HC Secretariat Office				30 sq.m	30
	Forthcoming Annual Meeting Office	Office			20 sq.m	20
		Booth			Specs TBC by HC	
	Observers' meeting rooms	Office			40 sq.m	40
		Lounge			100 sq.m	100

		CSO Office			30 sq.m	30
C S O	Civil Society Center	Main Room			200 sq.m	175
		Small Meeting Room			100 sq.m	50
		CSO Room			200 sq.m	200
		CSO Lounge				
		CSO Exhibit area				
	Governors' Lounge	Lounges, seating and refreshment area		Refreshments		120
	Sponsor Lounge	Lounge Refreshments			100 sq.m	100
	Luncheon for Pacific DMC Governors on 1 May					100
E V E N T S A N D S E M I N A R S	Host Country Event on 2nd day	Convention Center/ Auditorium/ Ballroom		Soundproof	2000 sq.m.	1500
	Opening Session on 3rd day	Convention Center/ Auditorium/ Ballroom		Theatre style/ Refreshments Soundproof	2000+ sq.m.	2000 - 3500
	Business Session on 4th day	Convention Center/ Auditorium/ Ballroom		Theatre style/ Refreshments Soundproof	min 1800 sq.m. 30 x 60m	650
	Governors' Photo (4:30pm-5:00pm on Day 3)					77
	Information Desks ADB Presidents Reception on 2nd May					1200
	ADF meeting, PDMC meeting	Meeting Rooms		Soundproof	450 sq.m.	140
	President's Press conference/ Media briefing room			Day1 - 250pax 4days - 150pax Soundproof	450 sq.m.	250
	Constituency meetings and Subregional meetings - SAARC, CAREC, GMS, PDMCS		Meeting 1: Meeting 2: Meeting 3: Meeting 4: Meeting 5:	Soundproof	450 sq.m.	20 - 50
	ADB/WB/IMF Coordination Meeting, Subregional meetings and Trilateral FMs & CB Govs Meeting, AFE, ADB Annual General Meeting		Room 1: Room 2:	Soundproof	150 sq.m. per room	20 - 50
	Seminar coordinators & Speakers room		Room 1: Room 2:	Soundproof	50 sq.m. per room	12
	Host Country day and Governors Seminar	Seminar Rooms		Soundproof	700 sq.m.	700
	Governors Roundtable (Can be held in Seminar room)			Soundproof	350 sq.m.	170
	Governor's Plenary (Governor's lounge can be used)			Soundproof	300 sq.m.	170
	ADB Seminar series and Institutional events		Room 1: Room 2: Room 3:	Soundproof	350 sq.m. per room	200-250
	Sponsored seminars (With catering)		Room 1: Room 2:	abaretSoundproof		200-250
	ASEAN+3 Finance Ministers Meeting			Soundproof	950 sq.m.	140
	ASEAN+3 Finance Deputeis Meeting			Soundproof	950 sq.m.	140
	Press Conference for AFMM+3			Soundproof	450 sq.m.	150
	ASEAN+3 Secretariat Room			Soundproof	24 sq.m.	15
E X H I B I T I O N	Japan Fund for Poverty Reduction booth (JFPR) (by OCO)	ADB Booths				3 x 2m
	PRC Poverty Reduction and Regional Cooperation Fund booth (PRCF) (by OCO)					3 x 2m
	ADB Careers booth (by BPMSD)					3 x 2m
	Forthcoming Annual Meeting Office booth					4 x 2m
	Pacific Photo Exhibit (by PARD)				5 sq.m.	5 x 5m
	Host country booths	To be determined by HC Qty and specs				3 x 2m
N E T W O R K I N G	Networking lunches (12:30-2:00pm)	Common area/ Pre-function space				1500 - 2000
	Networking Events	Host Country Reception (6:00-8:00pm on 3rd May)		Day 3		1500
		AFE-ADB Cocktail Reception		Day 1		500
		TD/PSOD Cocktail Reception		Day 1		
		President's reception		Day 2		2500
		Media Cocktail		Day 1		300
		Governors' Cocktail (5:00-6:00pm)		Day 3		120
		Treasury Department and PSOD Cocktail Reception		Day 1		120
	Security rooms	Security room required per location/hotel				
	Medical Room	Security room required per location/hotel				
	Male Prayer Room	Security room required per location/hotel				

S E R V I C E S & U T I L I T Y	Female Prayer Room	Security room required per location/hotel				
	IT Storage	IT room required per location/hotel				
	Talent Green Room 1	Need allocation from Hotel		Required for HC or Future HC		
	Talent Green Room 2	Need allocation from Hotel		Required for HC or Future HC		
	Tech Room - Master Control Room / IPTV Room	Technical/ Audio and Visual			20 sq.m	20
	LO Lounge & PPO (Liason Officers + Police Protection officer)			HC to advise		120
	Storage room for laptops, printers, toners, etc.	Near convention centre and session rooms				
	Conference Personnel BOH Area - Checkin, catering, seating area					60
	Multi-Agency Command Center (MACC)	Security				
	Drivers Compound - VIP and Police	Transport				