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The Philippine Department of Justice – Office of Cybercrime  
in partnership with  
The Council of Europe (COE) – European Union (EU)  
under the  
Global Action on Cybercrime Extended (GLACY+)

## **Introductory Training of Trainers Course on Cybercrime and Electronic Evidence for Judges, Magistrates and Prosecutors of the ASEAN Region**

20-23 March 2018  
Sofitel Philippine Plaza Manila

### **Practical Information Guide**

#### **1. TRAVEL** (International)

Please bring the following documents while travelling:

- a. Valid Passport;
- b. Visa, if necessary;
- c. Flight ticket;
- d. Invitation letter; and
- e. Outline/Agenda of the Training.

#### **2. TRANSFERS** (International and Domestic)

All participants who will be arriving at the airport, whether international or domestic, will be provided with airport shuttle service by Sofitel Philippine Plaza Manila (Sofitel).

For identification purposes, the person who will pick the participants up from the airport and will transport them to Sofitel will be holding a similar sign as below:



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# SOFITEL

## PHILIPPINE PLAZA MANILA

### 3. VENUE and ACCOMMODATION

The Training will officially start on 20 March 2018, 0900H, at Leyte/Samar Room, **SOFITEL PHILIPPINE PLAZA MANILA**, which has the following contact details:

Address: CCP Complex Roxas Blvd Brgy. 76, Pasay, 1300 Metro Manila  
Telephone: +632 551 5555  
Fax Number: +632 551-5610  
E-mail: [H6308@sofitel.com](mailto:H6308@sofitel.com)  
Website: <http://www.sofitelmanila.com/>

This is an in-house training. Thus, each participant is provided with a single room accommodation at Sofitel, inclusive of breakfast buffet for one (1) in Spiral. A separate email containing Confirmation Number from Sofitel will be sent to each of the participants.

Standard check-in date is on 19 March 2018 at 1400H.

The cost of accommodation throughout the duration of the training will be covered directly by the organizers.

However, please note that any **extra hotel expenses** during the participants' stay (e. g. phone calls, dry-cleaning, drinks from the minibar, and snacks, among



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others) will **NOT** be covered by the organizers. Extra hotel expenses are on the personal account of the participant and must be settled directly with Sofitel before departure.

#### 4. MEALS

AM-PM Snacks and Buffet Lunch will be served on **20 -23 March 2018** (duration of the training) at Leyte/Samar Room, Sofitel.

Dinner will be served on the evening of **19 March 2018**, Monday, (date of check-in of the participants) until **22 March 2018**, Thursday, at Leyte/Samar Room, Sofitel.

#### 5. REGISTRATION

Participants shall register by signing two (2) Attendance Sheets prepared by the organizers, which shall be signed daily.

Registration in the morning shall be from **0830H** to **0900H**, while registration in the afternoon shall be done between **1230H** to **1245H**.

Upon registration, copy of the Training Outline and official training badges shall be given to the participants.

Certificate of Attendance/Participation shall only be given to the participants who completed the Training. Said Certificates will be provided on the last day of Training on 23 March 2018.

#### 6. LANGUAGE

The official language to be used during the Training and all documentations thereof will be in **English**.



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## 7. DRESS CODE

The dress code of the participants shall be **Business Attire** on the first (20 March 2018) and last day (23 March 2018) of the training. Business casual may be worn on other dates.

## 8. ORGANIZERS

All general inquiries relating to the Training may be referred to the following organizers:

### At Council of Europe:

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### In Philippines:

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