



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
32nd CSCAP Steering Committee Meeting
Grand Hyatt Hotel, Jakarta
Indonesia

GENERAL INFORMATION PAPER

1. MEETING VENUE

Apt. On Five (5th Floor)
Grand Hyatt Hotel
Jl. M.H. Thamrin, Kav.28-30
Jakarta 10350 Indonesia
Tel: +62 21 390 1234
Fax: +62 21 390 6426

2. SECRETARIAT

The Secretariat will be at Agung Room (Ballroom Level)..... We will be open at 0900-2200hrs on 15 November 2009; and at 0800-1430hrs on 16 November 2009.

3. REGISTRATION

Participants may register at the Secretariat during its opening hours. Alternatively, you may also register at a counter located just outside the Function Room (Apt. on Five, Level 5) at 0800-0900hrs on 16 November.

4. MEALS

- (a) Breakfast will be served at The Grand Café (Lobby Level ...).
- (b) The welcoming reception for participants of the Steering Committee Meeting will be held at Seafood Terrace (5th Floor)..... at 1900.....hrs on 15 November.
- (c) Lunch on 16 November will be served at Apt. on Five (5th Floor...) at 1200-1330hrs.

5. ACCOMMODATION

Reservations will be made for all foreign participants to stay at the Grand Hyatt Hotel Jakarta. The net room rate is US\$121 per room per night (inclusive of daily buffet breakfast for one). In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for meeting the full costs of their own accommodation. Check-in time is after 1300hrs check out time is at 1200hrs. Participants who wish to

arrive earlier or remain later should liaise directly with the hotel or inform the Secretariat well in advance.

6. ATTIRE

- (a) Smart casual for preliminary committee meetings.
- (b) Business attire for the Steering Committee Meeting.

7. TRANSPORTATION

Participants may request for a hotel-arranged limousine service for transfers from the Soekarno Hatta International Airport to the hotel. Please contact CSCAP Indonesia and provide your flight detail. The service will cost IDR220,000 (US\$24) one way for maximum of 2-3 person(s). The journey should take about 45 minutes. (Depended on traffic)

Alternatively, you may wish to take the airport taxi service (Strictly Choose for Blue Bird Taxi Company). A one-way fare is approximately IDR 150,000..... (US\$ 17.....) – Toll Fee is not included (IDR 12,000/ US\$ 1,4). **A map is provided below** along with instruction in English and Indonesian for guiding the taxi to the hotel.

From Soekarno Hatta International Airport (CGK) to the hotel take Jalan Tol Prof Sedyatmo into inner-circle highway along Jalan S Parman and Jalan Gatot Subroto. Leave highway behind Park Royale into Jalan Jendral Sudirman. Drive to the north until you reach the hotel, located at Welcome Roundabout. The hotel is adjacent to Plaza Indonesia and Entertainment Centre.

For Taxi (In Bahasa Indonesia)

Dari Bandara Soekarno-Hatta, ambil Jalan Tol Prof. Dr. Sedyatmo. Keluar Tol di Senayan (Park Royale) dan ambil Jalan Jenderal Sudirman arah Bundaran HI. Hotel Grand Hyatt terletak di atas Plaza Indonesia.

8. AIRPORT TAX

For international flights, the airport departure tax IDR 150,000

9. VISA REQUIREMENTS

Your passport should have a validity period of at least ...6.. months beyond the time of stay allowed in Indonesia. You may require a visa prior

to your arrival in Indonesia. For passport holders of certain countries, there is also the possibility to apply for a visa-on-arrival upon your arrival at the Jakarta Soekarno-Hatta International Airport. For information on visa requirements, please contact the Indonesian Embassy in your country.

10. FURTHER INFORMATION

Should you require further information, please contact the CSCAP Secretariat at ISIS Malaysia, email: cscap@isis.org.my, telephone: +603-2693 9366 Ext 125, Fax: +603-2693 9375. Please note that we will be at Agung Room..... (Ballroom Level ...), Grand Hyatt Hotel Jakarta, on 15–16 November 2009.