



Council for Security Cooperation in the Asia Pacific

7th GENERAL CONFERENCE
Jakarta, 16-18 November 2009

Administrative Notes

Dear Participants,

Welcome to Jakarta!

1. Meeting Venue

Ballroom B & C (Ballroom Level)
Grand Hyatt Jakarta
Jl. M. H. Thamrin
Jakarta 10350, Indonesia
Tel: +62 21 390 1234
Fax: +62 21 390 6426
www.jakarta.grand.hyatt.com

2. Conference Secretariat

Until 14 November 2009

CSCAP Indonesia
c/o Centre for Strategic and International Studies
Jl. Palmerah Barat no. 142-143
Jakarta 10270
Email: cscap_indonesia@csis.or.id

After 15 November 2009

Agung Room
Grand Hyatt Jakarta
Jl. M. H. Thamrin
Jakarta 10350, Indonesia
Tel: +62 21 390 1234
Fax: +62 21 390 6426
Email: cscap_indonesia@csis.or.id

Note: The Secretariat at Agung Room, Grand Hyatt Jakarta, will open from 08:00 to 19:00 on 16 - 18 December. The Registration Counter will be at the entrance of the Grand Ballroom next to the Business Centre, and will open from 12:30 on 16 November.

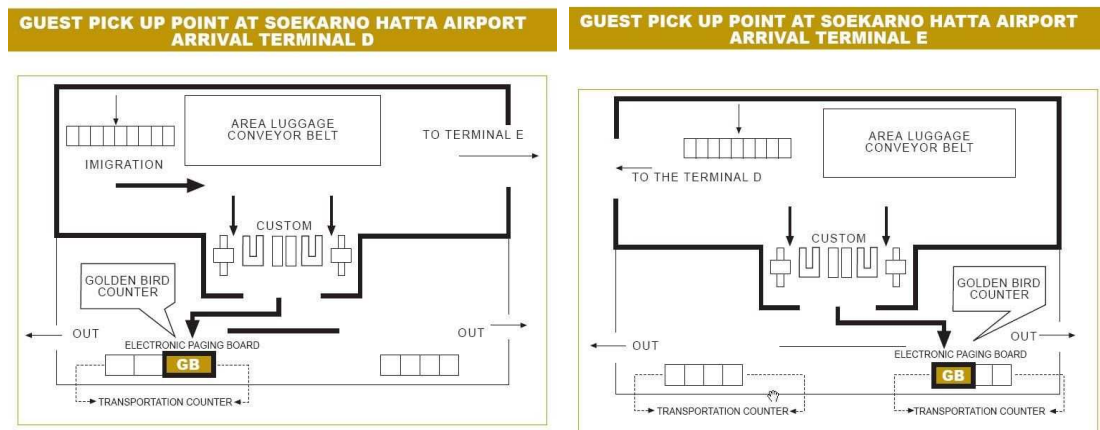
3. Hotel Accommodation for Foreign Participants

In accordance with usual CSCAP practice, all delegates and participants attending the General Conference will be covering their own travel and accommodation, and other personal expenses at the hotel. The organiser can facilitate the hotel booking for all participants at the Grand Hyatt Hotel. There are special rates for the conference participants. Please fill in the relevant section on the Registration Form to

allow us to do the hotel booking for you. The room rate includes breakfast at the Grand Café (Lobby Level).

4. Airport-Hotel-Airport Transfer

Participants may request for a hotel-arranged taxi service for transfers from Jakarta Soekarno-Hatta International Airport to the hotel and back. Fill in the relevant section on the registration form. Upon arrival, please proceed to the Silver Bird Taxi counter, which is located just outside the arrival hall of the airport. There would be a car reserved under your name.



For your hotel-to-airport transfer upon departure, please kindly order and confirm directly with the hotel's front desk. One-way journey costs IDR 220,000 (approximately USD 24), which will be billed together with your hotel charges.

5. Meal Functions

You are invited to all pre-reception diner and meal functions of the conference:

16 November Pre Function Area and Ballroom A (Ballroom Level)

17 November Lunch at the Pre Function Area (Ballroom Floor)
Dinner at the Pre Function Area and Ballroom A (Ballroom Floor)

18 November Lunch at the Ballroom A (Ballroom Floor)

6. Dress Code

Business attire, or long-sleeved batik shirt for men, is appropriate for all sessions. Please be advised that temperature in the meeting room can be cold.

7. Climate

Average temperature in Jakarta in December is between 30-32° C during the day and can be rainy. For outdoor travel, light clothing is recommended.

8. Flight Reconfirmation

Participants are advised to reconfirm their return flights through the hotel's front desk. Most airlines, however, do not require reconfirmation.

9. Airport Tax

For international departures there is an airport tax of Rp 150,000.00.

10. Visa Application

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.