



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
Second Meeting of the CSCAP Study Group on
Maritime Security
CSIS, Pakarti Centre Building, Jakarta, Indonesia
18-19 February 2014

GENERAL INFORMATION PAPER (as of 21 January 2014)

1. MEETING VENUE

CSIS
Pakarti Centre Building, 5th Floor
Jalan Tanah Abang III/23-27
Jakarta 10160
Indonesia
Tel: +62 21 386 55 32
Fax: +62 21 384 75 17

ACCOMMODATION

Millennium Hotel Sirih
Jalan Fachrudin 3
Jakarta, 10250
Indonesia
Tel: +62 21 230 3636
Fax: +62 21 230 0028

Website: <http://www.millenniumhotels.com/millenniumjakarta/>

2. MEETING TIME AND LOCATION

The meeting will be conducted at *CSIS Meeting Room*, Pakarti Centre Building, 5th Floor from 0900hrs to 1730hrs on 18 February, and 0900hrs to 1230hrs on 19 February.

3. REGISTRATION

Registration will commenced from 0800hrs to 0900hrs on 18 September at a counter located outside the meeting room.

4. MEALS

- (a) The welcoming dinner for participants of the CSCAP Regional Security Architecture Meeting will be held at Millennium Hotel at 1900hrs on 17 February.
- (b) A buffet breakfast will be provided on the mornings of 18 and 19 February at *Sirih Cafe*.
- (c) Lunch on 18-19 February will be served at *CSIS*.
- (d) Dinner on 18 February will be provided at *CSIS, Pakarti Centre*
- (e) Meals taken outside these arrangements shall be under your personal account.

5. ACCOMMODATION

Reservations will be made for all international participants to stay at the Millennium Sirih Hotel, Kuala Lumpur. The net room rate is IDR 1,200,000 (about USD120) per room per night (inclusive of daily buffet breakfast for one). In accordance with usual CSCAP practice, the organizers will cover the cost of accommodation for one participant from each CSCAP member committee for the duration of the meeting. Check-in time will be 1400hrs, and check-out time will be 1200hrs.

Non-designated participants are chargeable at the rate USD450 which covers 2 nights' accommodation, organized meals and meeting costs.

Accommodations prior to and beyond the dates given above shall be charged to your personal account. Therefore, participants who wish to arrive earlier or remain later should inform CSCAP Indonesia well in advance. Please be informed, that all other expenses such as personal telephone calls, mini bar services, beer, wine and other alcoholic beverages ordered as room service or from other hotel outlets, laundry services, internet and Business Centre charges are under personal account.

6. ATTIRE

Smart casual attire is recommended for all sessions during the meeting.

7. TRANSPORTATION

Participants are to arrange for their own transport from the airport (SHIA) to the hotel and vice-versa.

After your arrival, participants are advised to take a taxi (Blue Bird/ Golden Bird/ Silver Bird/ Gamyra/ Express taxi company are the most reliable one) from the airport to the hotel which cost approximately IDR 250,000 (about USD25) for one way to the Millennium Hotel. The journey should take about an hour up to 2 hours on a rush hour traffic:

For your departure, participants are advised to take the hotel taxi. You may coordinate directly with the Front desk of the time of your departure for the airport.

8. AIRPORT TAX

For international flights, the airport departure tax is IDR 150,000 per person.

9. VISA REQUIREMENTS

Your passport should have a validity period of at least six months beyond the time of stay allowed in Indonesia. You may require a visa prior to your arrival in Indonesia or you may eligible for visa on arrival mechanism. For information on visa requirements, please kindly approach the Indonesian Embassy or Consulate in your country.

10. FURTHER INFORMATION

Should you require further information, please contact Ms. Alexandra Retno Wulan, CSCAP Indonesia at CSIS Jakarta. Email: cscap.indonesia@csis.or.id.