



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC**  
**Second Meeting of the CSCAP Study Group on**  
**Regional Security Architecture**  
**CSIS, Pakarti Centre Building, Jakarta, Indonesia**  
**11-12 February 2014**

**GENERAL INFORMATION PAPER (as of 13 January 2014)**

**1. MEETING VENUE**

**CSIS**

**Pakarti Centre Building, 5<sup>th</sup> 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, 5<sup>th</sup> Floor from 0900hrs to 1730hrs on 11 February, and 0900hrs to 1230hrs on 12 February.

**3. REGISTRATION**

Registration will commenced from 0800hrs to 0900hrs on 11 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 (tbc)* at 1900hrs on 10 February.
- (b) A buffet breakfast will be provided on the mornings of 11 and 12 February at *Café Sirih (Lobby Level)*
- (c) Lunch on 11-12 February will be served at *CSIS*.

(d) Dinner on 11 February will be provided at CS/S (tbc).

(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](mailto:cscap.indonesia@csis.or.id).