



**1st session of the General Assembly
Forum of Asia Pacific Parliamentarians for
Education (FASPPED)
6-7 July 2010, Jakarta, Indonesia**

• **GENERAL INFORMATION** •

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Official Language

1. The working language of the 1st Session of the General Assembly of FASPPED is English.

Identity Badges

2. Identity badges will be provided by the Host Secretariat. All delegates are advised to wear the badge at all times at the conference venue.

Passport and Visa Regulations

3. All delegates and accompanying persons, excepts for citizens of countries that do not need visa or granted visa to enter Indonesia, must have valid passport and are strongly advised to contact the Indonesian embassy or consulate prior to their departure to obtain visa to enter and stay in Indonesia.

List of countries that do not need visa: Brunei Darussalam, Malaysia, Singapore, Thailand, and Viet Nam.

List of countries that are granted visa on arrival: Australia, Cambodia, Fiji, India, Iran, Japan, Lao PDR, Maldives, Republic of Korea and Timor Leste.

4. Visas may be issued on arrival in Indonesia only in cases where they cannot be obtained beforehand, or for delegates from countries in which Indonesia has no diplomatic or consular representation, provided that a copy of a valid passport is forwarded to FASPPED Secretariat and/or the local authorities prior to arrival. In order to facilitate the immigration formalities, delegates are advised to bring two 4 x 6 centimeters' size colored photographs. Visa on arrival will be charged US\$ 25.

Arrival and Departure

5. Participants will be welcomed at the Jakarta Soekarno-Hatta International Airport. In order to facilitate the work of the welcoming service, **delegates are requested to communicate the exact date and time of arrival and departure of their delegation, as well as flight numbers.**
6. An arrival and departure form is enclosed for that purpose; **it should be completed and returned to FASPPED Secretariat by 14 June 2010.**
7. All changes of the flight schedules should be communicated in advance.

Transportation

8. Local transportation will be provided by the host parliament on arrival and departure.

Accommodation

9. The host country will cover accommodation (Grand Deluxe room, including breakfast) **for 2 (two) participants from each country** from Monday, 5 July 2010 until Thursday, 8 July 2010 (3 nights) at the Sultan Hotel, Jakarta. (Address: Jl. Gatot Subroto Jakarta, 10002)

10. Delegates wishing to upgrade their hotel's rooms are kindly advised to inform the FASPPED Secretariat. The additional cost charged for this purpose will be at the delegate's own expenses.
11. Additional delegates attending the First General Assembly of FASPPED should bear their own expenses for accommodation. The reservation of the additional delegates should be guaranteed by credit card, and could be made through informing FASPPED Secretariat by **14 June 2010**. Notices received after the date will be accepted subject to the availability of rooms.
12. All requests for information, modification or cancellation of reservation should be sent to the FASPPED Secretariat, **not** to the hotel.

Miscellaneous Expenses

13. Any arrangement made by delegates for accommodation, private meals, charges for room service, alcoholic beverages, mini-bar items, laundry, dry cleaning, local and international calls, faxes, and other expenses are to be borne by the respective delegate.
14. Delegates are encouraged to check the status of their personal accounts at the Hotel cashier and settle them before departure.
15. Room rates for accommodation (for additional participants) :

SULTAN HOTEL - JAKARTA

No.	Room Category	Occupancy	Special Rate for FASPPED
			(USD)
1	Grand Deluxe	Single	US\$.110,-Net
		Double	
2	Executive Floor	Single	US\$.180,-Net
		Double	

The above rates are inclusive of 10% service charge, the 11% prevailing government tax and breakfast.

16. Any additional delegate who cannot check in on the arrival date given (no show) will be charged 1 (one) night of the room rate.
17. Early check in before 9 a.m. on 5 July 2010 and late check out after 1 p.m. on 8 July 2010 will be charged 50 % of the room rate and late check-out after 6 p.m. will be charged 1 (one) night of the room rate.

Meals

18. Luncheon on July 6th and July 7th will be provided.
19. The Minister of National Education of the Republic of Indonesia, Hon. Dr. Muhammad Nuh, will host the dinner on Monday, 5 July 2010.
20. The Speaker of the Indonesian House of Representatives/President of FASPPED, HE Mr. Marzuki Alie, will host a Dinner on Tuesday, 6 July 2010.
21. UNESCO will host the dinner on Wednesday, 7 July 2010.

First Aid Service

22. During the Meeting, first aid facilities will be provided at the official clinic of Parliament Complex. All other medical services will be at the participants' own expense. Participants are advised to take out adequate insurance.

Climate

23. The weather in Jakarta is almost always hot and sticky. Average maximum temperatures stay above 30°C (86°F) throughout the year. July through to September has the least amount of rain, and that's when the temperature remains consistently high.

Currency Regulation

24. There is no restriction on currency exchange. Although Indonesian banks and money changers deal in almost all currencies, it is advisable to bring notes or traveler's checks in the major currencies.

25. The currency in Indonesia is Rupiah (Rp), which consist of notes (1,000; 2,000; 5,000; 10,000; 20,000; 50,000; 100,000) and coins (100, 200 and 500). The exchange rate in July 2010 is approximately Rp. 9,000 per US\$ 1.

26. All major credit cards (Visa, Master Card, American Express, Diners) are widely accepted.

Other Facts on Jakarta

Time zone : GMT + 7 hours
Weight and measures : Metric
Electric current : 220 voltage
Most shops in Jakarta are open daily at 10 a.m. to 9 p.m.

Further Information

Request for further information should be addressed to :

FASPPED SECRETARIAT

Akané Nozaki

UNESCO

Sector for External Relations and Cooperation

7, place de Fontenoy 75352

Paris SP France

Phone : +33 01 45 68 09 54

Fax : +33 01 45 68 58 54

Email : a.nozaki@unesco.org
