



**THE 14TH ANNUAL MEETING OF
THE ASIA PACIFIC PARLIAMENTARY FORUM (APPF)**
15 – 20 January 2005, Jakarta – Indonesia

GENERAL INFORMATION

I. DATE AND VENUE OF THE MEETING:

The 14th Annual Meeting of the Asia – Pacific Parliamentary Forum (APPF) will be held in Jakarta, Indonesia from 15th to 20th January, 2006. All meetings of the APPF-14 will take place at Jakarta Hilton International Hotel.

Jakarta Hilton International Hotel

Address : Jl. Gatot Subroto, PO BOX 3315, Jakarta 10002
Tel : + (62 21) 570 3600
Fax : + (62 21) 573 3089
E-mail : jkthilton@jkthilton.com or sales@jkthilton.com
Website : <http://www.hiltonjakarta.com>

Contact Person:

Mr. Andreas Gunarso (62-21) 5789 1044.
Ms. Diana Hutagalung (62-21) 5789 1036

The 15th to 20th of January 2006, is scheduled for receiving and seeing off delegates of the Meeting.

II. DOCUMENTS:

Participating delegations are kindly requested to forward a copy of the draft resolutions, theme papers, and written comments to APPF-14 Secretariat no later than 15 December 2005.

The contact address is as follows:

The APPF-14 Secretariat

Office of the Bureau of The Inter-Parliamentary Cooperation
Address: Jl Gatot Subroto, Jakarta 10270
Tel : (62-21) 5715 210 / 5175 294
Fax : (62-21) 5175 295
Email : secretariat@appf14.or.id
Website: <http://www.appf14.or.id>

Contact Person:

Mr. Tatang Sutharsa (62-21) 5715 907.

III. ACCOMODATION:

The host country will be responsible for expenses related to the conference, official receptions and meals specified in the programme of the Meeting. Expenses such as meals outside the conference framework, accommodation and other hotel services (mini-bar, laundry, international phone calls, telex, fax...) will be borne by the participants. Jakarta Hilton International Hotel is chosen to accommodate delegates of the 14th Annual Meeting of APPF:

Room Category	Occupancy	US \$ Rate
Grand Deluxe	Single	US \$ 100.00
	Double	US \$ 100.00
Junior Suite	Single	US \$ 150.00
	Double	US \$ 150.00

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

Delegates who have the wish to visit Aceh, Yogyakarta, Bali or other places are kindly requested to inform the Secretariat in advance for proper arrangements of accommodation and transportation at the delegate's own expenses.

IV. TRANSPORTATION:

Delegates are kindly requested to book their flights to Soekarno-Hatta, International Airport (CGK).

The host country will provide transportation from the airport to Jakarta Hilton International Hotel and also upon departure.

During the conference, transportation is available for delegates from the hotel to all the official events as well as other activities specified in the program.

In order to ensure proper arrival and departure assistance, all participants are kindly requested to provide timely and accurate flight information, the date of arrival and departure. Should any changes thereon occur, please notify the Secretariat of such changes at the earliest opportunity.

Delegates are responsible for transportation for activities other than official events of the conference.

V. REGISTRATION AND INFORMATION SERVICE:

All delegations are asked to fill out a Registration Form and send it to the Secretariat no later than 30 December 2005.

All delegates and accompanying persons are requested to register at the Registration and Information Desk in Jakarta Hilton International Hotel on 15 January 2006.

Program and all relevant documents of the Conference as well as identity badges will be provided for delegates at the Desk.

VI. SECURITY AND IDENTITY BADGES:

For security purposes, delegates, accompanying persons, members of the Secretariat and Organizing Committee will be provided by identity badges with 2x3 cm size color photograph and are kindly requested to wear them throughout the conference for admission to all conference activities and functions. For this purposes, all participants are also requested to send a 2x3 cm color photograph to the APPF-14 secretariat prior to the arrival date.

For a check of the different identity badges, please refer to the following:

Identities	Color
Delegate	Blue
Accompanying Person	Pink
Secretary/Advisor	Green
Diplomatic Corps	Purple
APPF Secretariat	White
Security	Red
Press	Grey
Guest	Yellow

VII. SECRETARIAT:

The APPF-14 Secretariat located in Jakarta Hilton International Hotel is responsible for conference documents and protocol matters. The Secretariat will work from 07.30 a.m. to 08.00 p.m. every day during the conference (15-20/1/2006).

VIII. PRESS CENTER

The Press Center located in Jakarta Hilton International Hotel will begin its operation on 15 January 2006 with the aim of assisting members of the press to cover the conference. Journalist wishing to cover the 14th Annual Meeting of APPF are kindly requested to register in advance with the APPF-14 Secretariat.

IX. POSTAL AND FAX SERVICES :

Postal and fax services are available at the Business Center in Jakarta Hilton International Hotel. These services will be at the delegates' own expenses.

X. MEDICAL SERVICES :

First-aid medical services will be operated at Jakarta Hilton International Hotel during the conference.

XI. BILATERAL MEETING ROOM

Delegations having the need for bilateral meeting rooms are kindly requested to contact the Secretariat for proper arrangement. There will be charge on the room.

XII. OTHER SERVICES

Internet Service: Delegates will be provided with Internet service by the host country in Jakarta Hilton International Hotel during the conference.

Typing and Photocopying Services: In order to facilitate the work of delegates, computers and photocopiers will be available at the Secretariat Room located in Jakarta Hilton International Hotel.

XIII. LANGUAGE :

English is the official language of the Meeting. Simultaneous interpretation from English into Indonesian and vice versa will be provided for all sessions. Three additional interpretation channels will be available upon request which can be done to the Secretariat on the basis of first come first served. Delegations are requested to bring their own interpreters if needed.

To facilitate interpretation, statements, especially for the opening and closing ceremonies, should be sent to the Secretariat in advance.

XIV. PASSPORT AND VISA :

All delegates and accompanying persons must have valid passport to enter Indonesia. For countries where visas are required, participants are requested to contact the Indonesian Embassy / Consulate in or accredited to their countries in order to obtain visa.

In case there is no Indonesian Embassy / Consulate in or accredited to their countries, delegates are kindly advised to fill the attached form for on-arrival visa purposes. In this case, delegates need to bring along two 4x6 centimetre photographs.

XV. BANK CURRENCY :

'Rupiah' is the official currency of Indonesia. Foreign currencies can be exchanged at banks, hotels, international airports and other legal foreign exchange sites throughout the country.

Most banks open from 8:00 a.m. to 3:00 p.m. every day, except for Saturday and Sunday. Travellers' cheques or credit cards can be used for payment at most major hotels and banks. However, delegates are kindly advised to have cash available since travellers' cheques and credit cards are not yet widely accepted at shops and other services.

XVI. INSURANCE :

Delegates are responsible for personal insurance against potential risks.

XVII. LUGGAGE :

Luggage tags will be sent in advance to delegations / delegates. Luggage tags should then be filled with personal name, country / delegation for quick processing at the airport.

XVIII. SPOUSES AND ACCOMPANYING PERSONS :

Delegates are welcome to come with their spouses and accompanying persons, ensuring expenses being covered by related delegates. They will be invited to the evening functions and to the conference sightseeing tour. A separate program for spouses and accompanying persons will be arranged by their Embassy in Jakarta.

In addition, participants who are willing to visit Aceh, Bali, Yogyakarta or other places will be arranged by their Embassy in Jakarta under coordination of the Organizing Committee.

XIX. PRACTICAL INFORMATION :**Climate**

The average temperature in Jakarta in January is around 21° C (70 F) to 33° C (90 F). Heaviest rainfalls are recorded in December and January. Delegates are recommended to bring light warm clothes.

Electricity

Electricity used in Indonesia is 220 volts.