



**Regional Workshop on Economic Globalization Statistics and  
Regional Conference on Mapping Value Chains**

**INFORMATION NOTES FOR PARTICIPANTS**

**I. Events-Related Information**

**1. Venue and Event Schedule**

Sessions will be held at the Heritage Room I, Hotel Indonesia Kempinski Jakarta from 9:00 a.m. to 5:00 p.m. everyday.

**2. Registration and Identification Badges**

Participants are requested to register and obtain meeting badges at the Registration Counter outside of the Meeting Rooms. Registration opens at 8:30 am.

For identification and security reasons, all participants are requested to wear the meeting badges at all times during the meeting.

**3. Working Language of the Workshop and Conference**

The workshop will be conducted in English. In addition, Russian translation/interpretation services (consecutive) will be provided. The workshop and conference proceedings is in English language.

**4. Laptop**

Participants are required to bring their own laptop computers with extra batteries fully charged and adaptors (G-Type Plug).

**5. Officers Concerned with Servicing the Workshop and Conference**

For any information regarding the workshop, participants may contact the following:

**Mr. Mahinthan Joseph Mariasingham**

Statistician

Tel: (632) 632 4533;

Email: [mmariasingham@adb.org](mailto:mmariasingham@adb.org)

**Mr. Eric Suan**

Associate Statistics Officer

Tel: (632) 632 6692;

Email: [esuan@adb.org](mailto:esuan@adb.org)

## II. Travel

### 6. Air tickets

ADB-sponsored participants will be provided with the most direct discounted economy class roundtrip tickets. All participants are requested to submit boarding passes (Country of Origin to Jakarta), to **Mr. Eric Suan and Ms. Jonarie Vergara** on the first day of the meeting.

In case you have not submitted your boarding passes at the conference, please submit a scanned copy of boarding passes (Jakarta to Country of Origin) as soon as possible after the event to Mr. Eric Suan ([esuan@adb.org](mailto:esuan@adb.org)) with copy of email to Ms. Oth Marulou Gagni ([ogagni@adb.org](mailto:ogagni@adb.org)) and Ms. Jonarie Vergara ([jvergara1.consultant@adb.org](mailto:jvergara1.consultant@adb.org)) for the liquidation purposes.

### 7. Disbursement of Allowances

ADB-sponsored participants will be given a modest daily subsistence allowance (DSA) from the day of arrival until the day before the participants return trip. No DSA will be provided on the day of departure. Lunch and snacks in the morning and afternoon will be provided during the event.

Apart from the DSA, ADB will provide an appropriate lump sum payment for miscellaneous travel expenses, e.g., expenses for visa application, terminal fees.

To facilitate the issuance of DSA and miscellaneous travel allowance, participants are requested to submit **boarding passes and other relevant documents such as receipts**, if any, to **Mr. Eric Suan or Ms. Jonarie Vergara** on the 1st day of the meeting. Allowances will not be issued without or partial submission of the required documents that would substantiate the disbursement.

### 8. Hotel Accommodation

A block booking for all ADB-sponsored participants has been made at the following:

**Hotel Indonesia Kempinski Jakarta**

Jl. MH. Thamrin No. 1, Jakarta 10310, Indonesia

Contact Person: Dini Stivani

Sales Manager

T +62 21 2358 3800 · F +62 21 2358 3808

M +62 817 0925 594

[dini.stivani@kempinski.com](mailto:dini.stivani@kempinski.com)

All rooms are single occupancies with free in-room internet access. Any extra cost for upgrading the room shall be borne by the participant. Delegates who wish to occupy their room before check-in time must reserve the Guest room for a night prior to the arrival date. **Check in time is 2:00 p.m.** while the **check out time is 12:00 p.m.** Late check out after 12:00 p.m. shall be charged for additional night under the Daily Room Rate. Early check in and late checkout request will be subject to hotel room availability.

Only room accommodation will be covered by the ADB. Any cost incurred due to upgrade or consumption of items from snack bar and the likes, will have to be paid by the participants upon check-out.

For the own-account participants, who wish to be booked at the Hotel Indonesia Kempinski Jakarta, kindly e-mail **Ms. Jonarie Vergara** in her e-mail addresses: [jvergara1.consultant@adb.org](mailto:jvergara1.consultant@adb.org). ADB can request for special rate of the following:

- Deluxe King Room at IDR 1,700,000 net (approximately US\$ 120) per night inclusive of breakfast.
- Grand Deluxe King Room at IDR 2,450,000 net (approximately US\$ 170) per night inclusive of breakfast.

Note: Bed configuration will be subject to hotel availability.

## 9. Immigration Requirements

All participants entering Indonesia must possess valid passports (at least 6 months validity) or accepted travel documents and need to check visa requirements *before entering the country*. Participants are expected to process necessary visa required to enter Indonesia. Please check the visa with the nearest Indonesian Embassy, and may visit their website at <https://kemlu.go.id/portal/id>, and the list of countries exempted from visa to Indonesia at <https://topbali.com/indonesia-free-visa-entry/>. Meanwhile, upon request, ADB may send a Note Verbale to the Indonesian Embassy in the country where it is required, with a copy to the participant, at most two weeks before the travel date.

## 10. Arrival at and Departure to the Airport

Indonesia's international airport is the **Soekarno Hatta International Airport (CGK)**. Travel time by car is approximately one hour from the Airport to the Hotel, depending on the traffic. Transportation from the airport to the hotel and vice versa is part of the participants' miscellaneous expense (item 7). Following are the modes of transportation available:

- Hotel transfer: Hotel Indonesia Kempinski Jakarta can arrange airport transportation for arriving and departing guests. Should you wish to avail of this service, please e-mail Ms. Jonarie Vergara. Charges are as follow:
  - Silver Bird E-Class at IDR 484,000.00 nett per car per way for Airport Pick Up or Send Off
  - Silver Bird Alphard at IDR 886,600 nett per car per way for Airport Pick Up or Send Off\*Limousine is available upon request

*Note: The transfer fee above is subject to change without prior notice.*

All participants are requested to make their own travel arrangements. Please refer to CGK website at <http://soekarnohatta-airport.co.id>. For local transfers, please refer to the following estimated taxi fares:

**Metered Taxi.** Several Taxi companies operate at Jakarta airport, including Blue Bird, Silver Bird, Golden Bird and Gamyra are available at Terminal 1 (T1B, T1C), Terminal 2 (T2D & T2F), Terminal 3 International.

Blue Bird (Basic Taxi Fare):

- blue car and provide basic taxi service from a reliable company
- IDR 6,500 minimum rate plus IDR 4,000 per km
- excluding toll fee, queueing line outside

Silver Bird (Executive Taxi Fares):

- black car and provide premium taxi service at slightly higher rates (hotel also provide the transportation with NET rate, pick up at the departure gate)
- IDR 16,000 minimum rate plus IDR 9,000 per km

Golden Bird

- a limousine service (advance order is needed)

**Online Taxi.** Another option is you could install Blue Bird, GoJek, Grab Car, or Uber mobile apps. Estimated fare: IDR 40,000-70,000 (approximately US\$ 3-4) plus IDR 500 toll fee (approximately US\$ 0.035).

**Soekarno-Hatta Airport Train.** The train, which features reclining seats with LCD monitors, baggage racks and toilets, departs from Sudirman Baru (BNI City), Batu Ceper, and Soekarno-Hatta stations, with a one-way ticket priced at IDR 70,000. Purchasing of ticket (since it is cashless) could buy either debit or credit cards at the ticket machines or online through the Railink mobile app. From BNI City station, you could reach Hotel Indonesia Kempinski Jakarta in 13 minutes' walk.

## 11. Foreign Exchange

The Indonesian unit of currency is the Indonesian Rupiah (IDR). Notes are in denominations of 1,000, 2,000, 5,000, 10,000, 20,000, 50,000 and 100,000 and the coins in use are 50, 100, 200, 500 and 1,000. US\$1 is approximately equal to IDR 14,199.00 as per ADB's foreign exchange rate for April 2019. Please note that participants may be required to declare the amount of travelers' checks or currency in their possession on arrival at the Soekarno Hatta International Airport.

There are money changers and banks for currency exchange. All commercial banks are authorized foreign exchange dealers. Major hotels, however, are only licensed to buy and accept foreign currencies in the form of notes and travelers' cheques or currency in their possession on arrival at the CGK Airport.

### **III. Other Information**

#### **12. Proper Behavior and Attire**

While attending the event/s organized by ADB, proper behavior is expected at all times while in the host country. Participants are expected to wear business attire for the duration of the workshop. They are reminded that they are officially representing their governments and must observe proper conduct and decorum as expected by the host country and in accordance with ADB's Code of Ethics. Participants will be personally liable for any form of behavior unacceptable to the host country/host agency; to ADB; or to any person during and after the event organized by ADB.

#### **13. Weather**

Jakarta has a tropical climate which means it gets plenty of sunshine all year round. Despite this, temperatures don't usually become unbearably hot and generally range from about 22°C to 33°C. Meanwhile, humidity is quite high and could experience few rain showers and thunderstorms during the second week of June. Please go to <https://www.accuweather.com/en/id/jakarta/208971/june-weather/208971> for further weather updates.

#### **14. Electricity**

The electricity voltage in Indonesia is 230 volts; the frequency is 50 Hz. Plug adaptors may be necessary to operate electrical appliances.

Power Plugs in Indonesia:

- Type C (Euro plug) – also works with plug E and plug F.
- Type F (Schuko) – also works with plug C and plug E.

Participants are advised to bring their own power plug (international) adapter.

#### **15. Financial and Administrative Arrangements**

ADB will not assume responsibility for expenditures such as:

- salary and related allowances for the participants during the period of the workshop;
- costs incurred by participants in respect of travel insurance, accident insurance, medical or dental bills or hospitalization fees in connection with their attending the workshop;
- compensation in the event of death or disability of participants in connection with their attending the workshop;
- any loss or damage to personal property of participants while attending the workshops or losses or damages claimed by third parties as a result of negligence on the part of the participants; and
- any other expenses of a personal nature not directly related to the purpose of the workshop.

## 16. Return Bookings

Participants are advised to ensure that their return bookings are confirmed before departure from their country of origin. ADB will not assume responsibility on additional cost for seat upgrades due to unconfirmed return booking.

## 17. Getting Around in Jakarta

With the availability of multiple modes of public transport, getting around Jakarta is not a problem. The basic modes of travelling and moving around in Jakarta are:

- **Taxi.** Most popular taxis are Bluebird, and Express, and online taxis such as Go Car, Grab Car, or Uber.
- **Bajajs.** It is a small orange and blue two-seaters are the best way to get around short distances in neighborhoods and could set a price with the driver but are usually much less than taking a taxi.
- **TransJakarta.** A public bus system, operating 24 hours a day. It stops to the popular sites in the city such Taman Mini, Blok M, Kota Tua and Central Business District. Passengers must have prepaid cards such as e-Toll Card or e-money (issued by banks) to board the bus.
- **KRL commuter line.** A train service passes stations across Jakarta, Bogor, Depok, Tangerang, and Bekasi. Travel rate info, KRL schedule and route map are available at their website [http://www.krl.co.id/#\\_m\\_tentangkami](http://www.krl.co.id/#_m_tentangkami).

Where to stop:

- Jl. M.H. Thamrin 1, for Grand Indonesia Mall
- Jl. Kebon Kacang Raya, for shopping in the Plaza Indonesia
- Kebon Melati, for Selamat Datang Monument
- Jl. Medan Merdeka Barat, for National Museum
- Green Terrace, for Taman Mini Indonesia Indah