

## Asia-Pacific Outreach Meeting on Sustainable Development Financing

10-11 June 2014  
Jakarta, Indonesia

### Information Note for Participants

**PLEASE READ CAREFULLY**

#### 1. Meeting venue and registration

The two-day high-level event will be held at the **Ministry of Finance Complex**, located on Dr. Wahidin Street, no.1, Central Jakarta 10710, Indonesia.

Upon entering the Ministry, please come to Djuanda Hall, Mezzanine Floor of Djuanda 1 Building. Registration will take place in front of **Djuanda Hall** from **7:30 a.m.** on Tuesday, 10 June 2014.

#### 2. Conference documents

Conference documents will be shared by email as they become available and also uploaded to: [www.unescap.org/events/asia-pacific-outreach-meeting-sustainable-development-financing](http://www.unescap.org/events/asia-pacific-outreach-meeting-sustainable-development-financing)

#### 3. Visa

Participants should obtain appropriate entry visas to Indonesia from Indonesia diplomatic or consular mission at their point of origin or en route to Indonesia.

Passport must be valid for at least 6 months from the date of arrival and have valid return ticket. The immigration officer at the port of entry may ask the passenger to produce any necessary documents (such as hotel reservation and proof of finance). Prior to arrival, foreign passengers are normally given 'arrival and departure' cards and the 'departure' portion is necessary to be kept as it needs to be returned to the immigration officer upon leaving the country.

Nationals or passport holders of Brunei Darusaalam, Chile, Hong Kong SAR, Macao SAR, Malaysia, Morocco, Peru, Philippines, Singapore, Thailand and Vietnam are given visa-free entry facility for maximum of 30 days.

**VISA ON ARRIVAL** Nationals of the following 63 countries may apply for a Visa on Arrival for a length of stay of 30 days by paying US\$25 at the Jakarta Soekarno-Hatta (CGK) international airport.

- |                 |             |                 |
|-----------------|-------------|-----------------|
| 1. Algeria      | 22. Greece  | 43. New Zealand |
| 2. Arab Emirate | 23. Hungary | 44. Oman        |
| 3. Argentina    | 24. Iceland | 45. Panama      |
| 4. Australia    | 25. India   | 46. Poland      |
| 5. Austria      | 26. Ireland | 47. Portugal    |
| 6. Bahrain      | 27. Italy   | 48. Qatar       |
| 7. Belgium      | 28. Tunisia | 49. Romania     |

8. Brazil	29. Japan	50. Russia
9. Bulgaria	30. Kuwait	51. Saudi Arabia
10. Cambodia	31. Laos	52. Slovakia
11. Canada	32. Latvia	53. Slovenia
12. China	33. Libya	54. South Africa
13. Cyprus	34. Liechtenstein	55. South Korea
14. Czech Republic	35. Lithuania	56. Spain
15. Denmark	36. Luxembourg	57. Suriname
16. Egypt	37. Maldives	58. Sweden
17. Estonia	38. Malta	59. Switzerland
18. Fiji	39. Mexico	60. Taiwan
19. Finland	40. Netherland	61. United State of America
20. France	41. Monaco	62. United Kingdom
21. Germany	42. Norway	63. United Arab Emirate

**If you are not a national of one of the above 63 countries but do require VISA ON ARRIVAL, immediately inform UN ESCAP Secretariat, had you not already done so.** Please inform Mr. Daniel Lee (email [lee75@un.org](mailto:lee75@un.org), tel. 662-288-1892).

#### **4. Accommodation for participants funded by ESCAP**

All ESCAP funded participants are required to stay in non-shared rooms at **Hotel Borobudur Jakarta**, located right across the Ministry, on Jl. Lapangan Banteng Selatan, Central Jakarta 10710, Indonesia (tel. +62 21 380 5555, fax +62 21 384 4248, website: [www.hotelborobudur.com](http://www.hotelborobudur.com)).

ESCAP has reserved single **Superior room** at a special rate of Rupiah 1,400,000 (approx. **US\$ 121**) net per night, inclusive of service charges and taxes, breakfast for one person, and airport pick up and drop off by shuttle.

Participants from abroad whose local costs are covered by ESCAP will receive a daily subsistence allowance (DSA) according to established UN rates to cover hotel accommodation, visa fee, meals and other miscellaneous and incidental expenses.

**Participants are responsible to pay directly to the hotel all expenses incurred by them.**

#### **5. Accommodation for self-financed participants**

Single Superior rooms can be booked at **Hotel Borobudur Jakarta**, located right across the Ministry, on Jl. Lapangan Banteng Selatan, Central Jakarta 10710, Indonesia (tel. +62 21 380 5555, fax +62 21 384 4248, website: [www.hotelborobudur.com](http://www.hotelborobudur.com)).

If you wish to stay at this hotel at a special rate of Rupiah 1,400,000 (approx. **US\$ 121**) net per night, inclusive of service charges and taxes, breakfast for one person, and airport pick up and drop off by shuttle, immediately inform Mr. Daniel Lee (email [lee75@un.org](mailto:lee75@un.org), tel. 662-288-1892) with your travel itinerary.

#### **6. Daily Subsistence Allowance (DSA) – For ESCAP financed participants only:**

DSA is paid only for participants whose cost of participation is covered by ESCAP. The current DSA rate for Jakarta, Indonesia is US\$271 per day.

**IMPORTANT: To receive DSA, eligible participants are requested to bring (a) air ticket, (b) original arrival boarding pass and (c) passport to the meeting venue on 10 June 2014.**

## **7. Air ticket – For ESCAP financed participants only:**

The cost of the air ticket is covered by ESCAP and will be arranged for all ESCAP funded participants by UNDP in respective countries.

## **8. Transportation between the airport and the hotel**

Shuttle bus transportation between the airport and Hotel Borobudur Jakarta will be provided. **Please look for your name or the conference title when you arrive at the Jakarta international airport.** Participants who are not staying at Hotel Borobudur Jakarta should make their own transportation arrangements from/to the airport.

## **9. Currencies**

The current exchange rate (as of 25 May 2014) is IDR11,549 per US\$1. Foreign currencies are exchangeable at the commercial banks, airport and/or at Hotel Borobudur Jakarta.

## **10. Weather**

In June the average high temperature in Jakarta is about 31°C, or 87.8°F and average low temperature is about 23°C, or 73.4°F

## **11. Contact**

If you have any questions, or in case of emergencies, please feel free to contact the following:

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