



**ASEAN Regional Forum Defence Officials' Dialogue Meeting and  
ASEAN Regional Forum Inter-Sessional Support Group Meeting on Confidence  
Building Measures and Preventive Diplomacy**

**Auckland, New Zealand**

**ADMINISTRATIVE ARRANGEMENTS**

**1. Purpose**

1.1. This document provides general administrative arrangements for the ASEAN Regional Forum Defence Officials' Dialogue Meeting (ARF DOD) and ASEAN Regional Forum Inter-Sessional Support Group Meeting on Confidence Building Measures and Preventive Diplomacy (ARF ISG on CBMs and PD) which Singapore and New Zealand will be co-chairing in Auckland, New Zealand on **Monday 7 May 2018 (ARF DOD)** and **Tuesday 8 – Wednesday 9 May (ARF ISG)**.

**2. General Information**

2.1. Both the ARF DOD and ARF ISG on CBMs and PD will be held at The Maritime Room.

The Maritime Room  
Princess Wharf  
Viaduct Harbour  
Auckland City  
Phone: +64 09 302 3496  
[Location map](#)

**3. ARF DOD Registration**

3.1. We would be grateful if delegates returned their Registration Forms to the organising committee by **Monday 16 April 2018**. Please email forms to: [ARFDOD\\_NZ18@defence.govt.nz](mailto:ARFDOD_NZ18@defence.govt.nz).

3.2. An information and registration desk will be operational at the **Maritime Room, Princess Wharf** from **1645 to 1900 Sunday 6 May** for delegates to register and pick-up their conference ID Cards.

#### 4. ARF ISG on CBMs and PD Registration

- 4.1. We would be grateful if delegates complete their registration [online here](#) by **Monday 16 April 2018**. If you have any questions about registrations, or encounter problems with the online system, please contact: [sharon.cuddy@mfat.govt.nz](mailto:sharon.cuddy@mfat.govt.nz).
- 4.2. An information and registration desk will be operational at the **Maritime Room** from 0815 on Tuesday, 8 May for delegates to register.
- 4.3. Please note that any delegates attending both the ARF DOD and ARF ISG will need to complete registrations for both the meetings.

#### 5. Accommodation

- 5.1. May is a very busy time in Auckland owing to a significant number of conferences. It is highly recommended delegates book their accommodation as soon as possible. Hotel information:

Hotel	Distance from conference facilities	Website	Address
<b>M Social Auckland</b> 4 Star Hotel	1-2 minutes walk	<a href="https://www.millenniumhotels.com/en/auckland/m-social-auckland/">https://www.millenniumhotels.com/en/auckland/m-social-auckland/</a>	M Social Auckland, 196 - 200 Quay Street, Auckland
<b>Hilton Hotel</b> 5 Star Hotel	3 minute walk	<a href="http://www.Hilton.com/Auckland">www.Hilton.com/Auckland</a>	Hilton Hotel, Princes Wharf, 147 Quay Street, Auckland
<b>Hotel Grand Chancellor</b> 4 Star Hotel	5 minute walk	<a href="http://www.grandchancellorhotels.com/hotel-grand-chancellor-auckland-city">www.grandchancellorhotels.com/hotel-grand-chancellor-auckland-city</a>	Hotel Grand Chancellor, 1 Hobson Street, Auckland
<b>The Sebel</b> 4 Star Hotel	7 minute walk	<a href="http://www.thesebelauckland.co.nz">www.thesebelauckland.co.nz</a>	The Sebel, 85-89 Customs Street West, Auckland
<b>Heritage Auckland</b> 4 Star Hotel	7 minute walk	<a href="http://www.heritagehotels.co.nz/hotels/heritage-auckland">www.heritagehotels.co.nz/hotels/heritage-auckland</a>	Heritage Auckland, 35 Hobson Street, Auckland
<b>Hotel Sofitel</b> 5 Star Hotel	10 minute walk	<a href="http://www.sofitel-auckland.com">www.sofitel-auckland.com</a>	Sofitel Hotel, 21 Viaduct Harbour Avenue, Auckland
<b>Crowne Plaza Hotel</b> 4 Star Hotel	14 minute walk	<a href="https://www.ihg.com/crowneplaza/hotels/us/en/auckland/aklnz/hoteldetail">https://www.ihg.com/crowneplaza/hotels/us/en/auckland/aklnz/hoteldetail</a>	128 Albert Street, Auckland
<b>Best Western President Hotel Auckland</b> 3 Star Hotel	14 minute walk	<a href="http://www.presidenthotel.co.nz">www.presidenthotel.co.nz</a>	27-35 Victoria Street West, Auckland City 1010
<b>Econo Lodge City Central</b> 3 Star Hotel	16 minute walk	<a href="http://www.choicehotels.co.nz/en/econo-lodge-city-central-auckland-hotel-nz166?source=gglocalaue">www.choicehotels.co.nz/en/econo-lodge-city-central-auckland-hotel-nz166?source=gglocalaue</a>	37 Wellesley Street, Auckland 1010

**Nearby eating establishments:** The conference venue is located in the Maritime Museum in the Viaduct. Here are some eating venues nearby.

Name	Address	Breakfast, Lunch or Dinner (B, L, D)
Lava Dining	21 Viaduct Harbour Avenue	B, L, D (Seven Days)
Viaduct Grill	Unit J, 99 Customs Street West, Viaduct Basin	L, D (Seven Days)
Major Sprout (Café)	21 Graham Street, Auckland 1010	B, L (Seven days)
Crab Shack (Seafood)	5 Queens Wharf	L, D (Seven days)

## 6. Arrival and Departure Arrangements

6.1. It is the responsibility of all participants to arrange their own airport transfers. Taxi and shuttle information for Auckland Airport can be found [here](#).

## 7. Visa and Customs Requirements

7.1. **Visas:** All participants are required to arrive with a valid passport and visa. Participants are kindly reminded to check with the New Zealand High Commission/Embassy in their country in relation to visa matters. General information can be found here: [www.immigration.govt.nz/new-zealand-visas](http://www.immigration.govt.nz/new-zealand-visas)

7.2. **Customs:** New Zealand has very strict biosecurity and customs requirements. It is recommended all participants familiarise themselves with these prior to their arrival in New Zealand. More information can be found here: <http://www.customs.govt.nz>

## 8. Dress Code

8.1. The recommended dress code for each event is as follows:

- Defence Officials' Dialogue (7 May): business attire/military uniform.
- Official Dinner for the DOD (7 May): smart casual<sup>1</sup> or national dress.
- ARF ISG on CBMs and PD (8 - 9 May): business attire.
- Official Dinner (8 May): business attire, smart casual or national dress.

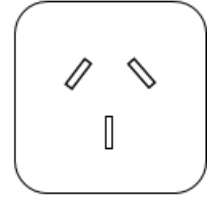
## 9. Other Information

9.1. **Places of Interest:** For information, please visit Auckland's tourism information website: [www.aucklandnz.com](http://www.aucklandnz.com)

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<sup>1</sup> Tie and jacket optional.

9.2. **Electricity:** Mains voltage in New Zealand is 230/240V 50Hz. Travellers from most nations in Asia should have appliances that work on the same mains voltage as New Zealand - therefore you will not need a voltage converter. Notable exceptions to this are Japan and USA which use 100/120V 50/60Hz. If your country does not use appliances within the 230V 50Hz mains voltage range, you may need to purchase a voltage converter.



9.3. **Weather:** Between May and September, the 'cold' weather months in New Zealand, you will need warm clothing for the days, evenings and nights. The average May temperatures for Auckland range from 11°C - 17 °C. The meeting venue will be temperature controlled.

9.4. **Foreign Currency Exchange:** Banks are commonly open on Monday through Friday from 0930 to 1600. Foreign currency exchanges can be found throughout the city centre and at Auckland Airport. Major international credit cards are widely accepted. Automated Teller Machines (ATMs) are found throughout the city.

9.5. **Designated Smoking Areas:** New Zealand has strict laws that prohibit smoking indoors. Please use designated smoking areas outside.

9.6. **Medical:** Medical issues are the responsibility of each participant. The Ministry of Defence and Ministry of Foreign Affairs and Trade assumes no responsibility for the provision of medical treatment should it be necessary during the meeting. Medical costs in New Zealand may be considered expensive for visitors. Travel Insurance provided by either your Government Service or personal insurance is recommended.

9.7. **Emergency: Call 111 in emergencies.** In New Zealand, the number to call if you need the Police, Fire service, or an ambulance in an emergency is 111. You can call this number on a mobile phone even if the phone is out of credit. The operator will ask you which service you need and connect you to the right service.

9.8. **Spouse program:** There will not be a spouse program

*If you have any questions, please contact:*

ARF DOD: [ARFDOD\\_NZ18@defence.govt.nz](mailto:ARFDOD_NZ18@defence.govt.nz)

ARF ISG on CBMs and PD: [erin.duncan@mfat.govt.nz](mailto:erin.duncan@mfat.govt.nz) and [sharon.cuddy@mfat.govt.nz](mailto:sharon.cuddy@mfat.govt.nz)

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