



**INTER-SESSIONAL MEETING ON MARITIME SECURITY
BALI, INDONESIA, 22-23 MAY 2014**

ADMINISTRATIVE ARRANGEMENTS

1. General Information

The 6th ASEAN Regional Forum (ARF) Inter-Sessional Meeting on Maritime Security (ISM on MS) will be held in Bali, Indonesia, on 22 – 23 May 2014.

2. Cost of Participation

The organising committee will cover the cost of the meeting facilities and conference meals as scheduled in the program. All other costs of participation (transportation, airfares, hotel accommodation, etc) will be the responsibility of the participants.

3. Registration

All participants are requested to return the Registration Form by Thursday 15 May 2014 to:

Email: risha.jilian@kemlu.go.id or Fax: +62 21 350 9053

4. Visa/Consular Requirements

All participants are required to arrive with a valid passport and visa. Participants are kindly reminded to check with the respective Indonesian Embassy/Consulate in relation to visa matters. Participants are advised to check:

<http://www.kemlu.go.id/Pages/Mission.aspx?l=en>

for visa requirements information in your country.

5. Venue

The meeting will be convened at the Discovery Kartika Plaza Hotel, Bali - Indonesia. The contact details are as follows:

Discovery Kartika Plaza Hotel

Jl. Kartika Plaza
South Kuta Beach
Bali, Indonesia
IDB 80361

Contact Person:

Ms. Imani Nalasari
Phone : +62 21 3835138 / 39
Fax : +62 21 3835140

Email : sari@discoverykartikaplaza.com
Website : www.discoverykartikaplaza.com

6. Accommodation & Rates

Participants are kindly requested to book their own reservations directly to the designated hotels by no later than Monday 12 May 2014.

Discovery Kartika Plaza Hotel

Room Type	Group Rate – IDR
Deluxe room	Rp.1.250.000 Nett/room/night
Ocean Facing room	Rp.1.350.000 Nett/room/night
Private Garden	Rp.1.550.000 Nett/room/night
Private Garden Pool View	Rp.1.650.000 Nett/room/night
Family Suite/ Junior Suite	Rp. 2.750.000 Nett/room/night

Remark: 1 USD is approximately equivalent to 11,500.00- (as of 1 May, 2014)

7. The Secretariat

The secretariat room is set up in the hotel near to the meeting room. All participants are welcomed to recommend speakers under each session.

8. Transport From and To Airport

Participants are expected to arrange for their own transportation between Ngurah Rai International Airport Denpasar and hotel. Participants are also expected to arrange the transportation between the resident hotels to the meeting venue.

Kindly note that with the exception of Garuda Indonesia, airfares are exclusive of airport tax for outgoing flights from Ngurah Rai International Airport (DPS). Airport tax rate for DPS is IDR 150,000.00 (international flights) and IDR 30,000.00 (domestic flights). Therefore, participants are advised to prepare the above-mentioned amount prior to their departure from Bali.

9. Dress Code

During the meeting, the attire will be business attire or Batik.

10. Deadline for Papers/Presentations

Participants are kindly requested to submit all papers/presentations to the organising committee at least 7 days prior to the meeting (i.e. Tuesday 16 May 2014) if you wish to include it in the seminar kit.

11. Organising Committee Contacts

Please contact the following persons for any inquiries or arrangements related to the Meeting:

Ms Risha Jilian Chaniago
Tel: (6221) 350 9052
Fax: (6221) 350 9053
Email: risha.jilian@kemlu.go.id

12. Weather and Time

Bali has a tropical climate with two seasons: rainy and dry. In May, the average low and high temperature are 21°C - 33°C.

Kindly be informed that the time zone in Bali, Indonesia is GMT+8.

13. Electricity

The electric current is 220 Volt AC (50 cycles) throughout the country. The electric plugs and sockets are designed for two-pin plugs. It is recommended that delegates bring their own adaptors to comply with the electric current and plugs.
