



## **GENERAL ADMINISTRATIVE ARRANGEMENT**

**AS OF 10 JUNE 2019**

**MINISTRY OF FOREIGN AFFAIRS  
THE REPUBLIC OF INDONESIA  
2019**

## 1. *Dates and Venue*

The Indonesia - Africa Infrastructure Dialogue will be held on 20 - 21 August 2019 at the Bali Nusa Dua Convention Center (BNDCC), Bali, Indonesia. The BNDCC contact details are as follows:

Contact Person : Ms. Rina  
Address : Bali Nusa Dua Convention Center (BNDCC)  
Kawasan Terpadu ITDC NW/1, Nusa Dua, Bali 80363  
Indonesia  
www.baliconventioncenter.com  
Phone : +62 361 77 3000 ext. 303  
Mobile : +62 811 1368604  
Fax : +62 361 77 5400

## 2. *Working Language and Interpretation Facilities*

English will be used as the official language of the Forum. The Organizing Committee will provide 3 (three) booths and associated audio equipments to support a simultaneous interpretation. The Organizing Committee will provide interpreters for French – Indonesian, Arabic – Indonesian and English – Indonesian.

## 3. *Registration*

All delegates are requested to register through Indonesian Embassy in their country of residence or Indonesian Embassy accredited to the country. Registration through the Embassy will be closed on **10 August 2019**. The registration form can be obtained from the Indonesian Embassy.

Delegates are invited to collect their ID badges by presenting a photo ID, passport or a diplomatic identity card, and signing the receipt form at the registration desk located at **Mengwi 1 & 2, BNDCC, 19 – 20 August 2019 at 9 AM - 8 PM**.

Please be informed that only registered delegates with ID badges are allowed to access the meeting venues.

### Use and Issuance of ID Badges

ID Badges must be worn at all times at the meeting venues. ID Badges are required for entry into the BNDCC and to designated conference facilities or venues on 20-21 August 2019. Access will be denied to non-accredited individuals and those who make improper use of their ID badges.

### Loss of ID Badges

Loss of ID Badges should be reported immediately to the Organizing Committee Secretariat. Once ID Badges are replaced, the previous pass will no longer be valid.

#### **4. General Security Arrangements**

##### Security Check

In order to provide adequate security throughout the meetings, various levels of security checks and screenings will be implemented at each venue. Security checks consist of visual verification of ID Badges, electronic (X-Ray) or physical search of belongings, and walk-through metal detectors. When necessary, individuals may be subjected to a physical search.

Only vehicles with the Special Access Sticker are allowed to park in restricted areas of the BNDCC. The vehicles will be subjected to electronic and physical search prior to entry.

##### Venue/Hotel Security Arrangements

Appropriate security arrangements will be employed at all venues (including for social functions) and official hotels.

Delegates are subject to various levels of security checks and access control for entry to the meeting venues. Delegates are advised to arrive early to allow time for security checks.

#### **5. Local Transport Arrangements**

The Organizing Committee provides local transportation for Heads of Delegation with arrangement as follows:

- a. Head of Delegation (Minister): 1 (one) Car + motorcade
- b. Head of Delegation (Non-Minister): 1 (one) Car

##### Shuttle Service

The Organizing Committee will provide scheduled transportation for delegates at regular intervals to travel between the I Gusti Ngurah Rai International Airport and recommended hotels on arrival and departure, as well as between the recommended hotels and the meeting venues from 19 – 22 August 2019. Shuttle schedules are available at hospitality desks at I Gusti Ngurah Rai Airport and recommended hotels.

##### Privately-arranged Vehicles

Delegates may rent vehicles at their own expenses. Vehicles without Special Access Sticker may be subject to security check and have different drop-off point at BNDCC 2. Only vehicles with access sticker will be allowed to enter designated venues (BNDCC 1)

## 6. Accommodation

**Delegates are responsible for their own accommodation arrangements.** While delegates are free to make their own hotel bookings, for convenience and special rates, it is advisable that participating delegates stay in hotels recommended by the Committee. The list of the hotels below can also be accessed through <https://iaid.kemlu.go.id/>.

### Recommended Hotels:

- a. Bali Nusa Dua Hotel  
Kawasan Terpadu ITDC NW/1, Nusa Dua, Bali 80363, Indonesia  
Phone : +62 361 849 8833  
Fax : +62 361 849 8822  
Email : info@balinusaduahotel.com  
Website : http://balinusaduahotel.com/
  
- b. Nusa Dua Beach Hotel and Spa  
Kawasan Wisata Nusa Dua BTDC, Lot N4, Nusa Dua, Bali 80363, Indonesia  
Phone : +62361 77 1210  
Fax : +62361 77 1229  
Email : reservations@nusaduahotel.com  
Website : https://www.nusaduahotel.com/
  
- c. Courtyard Marriott Bali Nusa Dua  
Kawasan Pariwisata, Lot SW 1 Nusa Dua  
Phone : +62361 3003888  
Fax : +62361 3003999  
Website : http://www.marriott.com/hotels/travel/dpscy-courtyard-bali-nusa-dua-resort/
  
- d. Sofitel  
Kawasan BTDC Lot N5  
Phone : +62361 8492 888  
Fax : +62361 8492 999  
Email : sl7@sofitelbalinusadua.com  
Website : https://sofitel.accorhotels.com/gb/hotel-9078-sofitel-bali-nusa-dua-beach-resort/index.shtml
  
- e. Inaya Putri Bali  
Kawasan Wisata Nusa Dua, Lot S3 Bali. 80363. Indonesia  
Phone : +62 361 200 2900  
Fax : +62 361 774 489  
Email : group@inayaputribali.com  
Website : http://www.inayaputribali.com

## **7. *Hospitalities***

The Committee will provide hospitalities that include accommodation, one chauffeured car and one Liaison Officer **for Head of Delegation** of each country starting from 19 – 22 August 2019.

- The room will be available for check-in on 19 August 2019, 14:00 hrs and check-out on 22 August 2019, 12:00 hrs.
- Mini bar, laundry, room service, phone charge, and other personal expenses will not be covered by the Organizing Committee.
- The Organizing Committee does not cover the cost of accommodation if the Head of Delegation chooses a hotel other than the designated hotel provided by the Organizing Committee.

Note: The Head of Delegation for each country needs to coordinate with the Embassy of Indonesia in their respective country or Embassy of Indonesia accredited to their country.

## **8. *Visa Arrangements***

All delegates are required to possess a valid passport with **expiration date of at least 6 (six) months prior to the date of entry into Indonesian territory**. The passport must contain at least 2 (two) blank visa pages.

Regarding visa arrangement (including Visa on Arrival) for each country, kindly contact Indonesian Embassy in your country of residence or accredited to the country.

## **9. *Arrival and Departure***

Delegates' arrival and departure at the I Gusti Ngurah Rai International Airport are through regular lanes. A Hospitality Desk is available at the airport to provide assistance to all delegates upon arrival and departure from I Gusti Ngurah Rai International Airport. The Organizing Committee will be on duty from 19 - 22 August 2019 at the I Gusti Ngurah Rai International Airport.

## **10. *Media***

### International Media Center

An International Media Center will be established at the **Singaraja Hall 1, BNDCC** in order to facilitate the work of journalists accredited to cover the meetings. The media center will be operating from 20-21 August 2019.

### Media / Press Registration

Member of the press who wish to cover the events are required to register online. **Online registration** for members of the press to attend the Indonesia – Africa Infrastructure Dialogue opens until **10 August 2019**.

**Any request for registration beyond the specified deadline will not be processed.** After successful registration, each applicant will receive confirmation and further notification by e-mail.

Media advisory will also be available at <http://iaid.kemlu.go.id/>.

Registered foreign journalist entering Indonesia for media coverage of the forum are required to have a visa. Visa can be obtained from the Indonesian mission in their respective countries ([https://kemlu.go.id/portal/en/page/29/kedutaan\\_konsulat](https://kemlu.go.id/portal/en/page/29/kedutaan_konsulat)).

Members of the press must personally obtain their badges at the registration desk located at the **Mengwi 1-2, BNDCCon19-20August 2019, at 9 am – 8 pm** by showing their confirmation letter and valid ID.

Please be advised that all updates on media arrangements will be announced through <http://iaid.kemlu.go.id/>.

## **11. General Information**

### Internet Facilities

Wireless internet facilities are available in the meeting room and media centre. Office equipments and internet facilities are located at the hotel business centre. Delegates are responsible for all costs they incur at the business centre.

### Currency Exchange

Indonesia's national currency is Rupiah (Indonesian Rupiah = IDR). The exchange rate normally fluctuates between IDR 14.000 and IDR 15.000 for US\$1.

### Medical Services

Medical facility for delegates will be provided at the venue for minor illnesses. Any major treatment will be carried out at the local hospital, where a 24-hour medical service will be available and a general practitioner will be working on duty throughout the day. Delegates will be responsible for the costs incurred of any hospital treatment, and should therefore ensure that they have appropriate insurance coverage prior to traveling.

Please find below for local hospitals available near the Nusa Dua area:

#### **BIMC Siloam Nusa Dua**

Kawasan ITDC Blok D, Nusa Dua 80363, Bali, Indonesia

Phone : +62 3613000911

Email : nusadua@bimcbali.com

Website : <https://bimcbali.com>

#### **Surya Husada Hospital Nusa Dua**

Siligita Street, No. 14 Block 1 Nusa Dua

Phone : +62 811-388-387 / 0361-775827

Fax : 0361-771388

Website : <https://suryahusadha.com/>

#### **Telecommunication**

The country code for Indonesia is +62

Local area code for Jakarta is 021 and for Bali: 0361

Omit the 0 (zero) when dialing with the country code, followed by the phone number:  
+6221 XXXXXX or +62361 XXXXXX

For international call: 007 + country code + area code + phone number

#### **Climate and Weather**

Bali has a tropical climate with high humidity. The average temperature is 30 degrees Celsius or 86 degrees Fahrenheit.

#### **Local Time**

Indonesia is divided into three time zones:

- GMT +7: *Waktu Indonesia Barat (WIB)*/Western Indonesian Time (Sumatra, Java (including Jakarta), West Kalimantan and Central Kalimantan)
- GMT +8: *Waktu Indonesia Tengah (WITA)*/Central Indonesian Time (Bali, Sulawesi, Lesser Sunda Islands, East Kalimantan and South Kalimantan)
- GMT +9: *Waktu Indonesia Timur (WIT)*/Eastern Indonesian Time (Maluku Islands, Indonesian Papua)

#### **Power Plugs and Socket**

In Indonesia the power plugs and sockets are of type C and F.



UktoStock

Type C: also known as the standard "Euro" plug. This socket also works with plug E and plug F.



Type F: also known as "Schuko". This socket also works with plug C and plug E.

## 12. *Organizing Committee*

For more information, please contact:

### **Organizing Committee of the Indonesia – Africa Infrastructure Dialogue**

Directorate for African Affairs

Directorate General of Asia Pacific and Africa

Ministry of Foreign Affairs of the Republic of Indonesia

Address : Jl. Taman Pejambon No.6, Jakarta Pusat, 10110

E-mail : [iaid@kemlu.go.id](mailto:iaid@kemlu.go.id)

Phone : +6221 344 1508 ext 4303

Fax : +6221 381 3337

Website : <http://iaid.kemlu.go.id/>

**Jakarta, June 2019**