

## Information Note for Participants

### A. General

1. Regional Meeting on Sustainable Urban Transport Index is scheduled to be held in Jakarta, Indonesia, from 2 to 3 March 2017.

The meeting will be organized by ESCAP and KOTI in collaboration with the Greater Jakarta Transport Authority and the Ministry of Transportation, Indonesia.

The working language of the meeting will be English.

### B. Meeting venue

2. The meeting will be held at **Sari Pan Pacific Jakarta, Istana Ballroom on the 4<sup>th</sup> floor.**

Address: Jalan M.H. Thamrin No. 6, Jakarta 10340, Indonesia P.O. Box 3138

Tel: (62-21) 2993 2888

Fax: (62-21) 2993 2899

E-mail: [Jakarta@panpacific.com](mailto:Jakarta@panpacific.com)

Website: [www.panpacific.com](http://www.panpacific.com)

### C. Meeting schedule and Registration

3. The opening of the Meeting is tentatively scheduled to start at 0900 hrs. on Thursday, 2 March 2017 at Istana Ballroom (4<sup>th</sup> floor), Sari Pan Pacific Jakarta.

The registration desk will be opened from 0830-0900 hrs. Participants are required to visit the registration desk and obtain a name badge and meeting documents.

### D. Visa requirements

4. Participants are strongly advised to check with a diplomatic or consular mission of Indonesia in their country regarding visa requirements and receive appropriate entry visa.

### E. Local transportation

5. Hotel can arrange for airport-pickup service. Please inform hotel your arrival and departure time in order to make arrangement. Please contact Ms. Novi Susianti, Sales Executive for Room and Pick up or drop transportation, Tel. (62-21) 2993 2888 or E-mail: [nsusianti@panpacific.com](mailto:nsusianti@panpacific.com).

or Ms. Ruth Deasy, Sales Executive Event, Tel: (62-21) 2993 2888, Mobile phone number: (62-812) 1086 7074 or E-mail: rut.sitompul@panpacific.com with your travel details for transfer arrangements and other information.

The airport transfer cost for ESCAP sponsored participants will be directly paid to the hotel.

#### F. Accommodation

6. Rooms have been blocked booked for all participants from 1 to 4 March 2017. The room rate for standard king or twin room is Rp. 1,016,000 per night (inclusive of taxes and breakfast) and Rp. 1,282,600 per night (inclusive of taxes and breakfast) for standard deluxe room. Please confirm your arrival and departure date directly with the hotel or through ESCAP.

All participants are required to clear all accommodation and any additional expenses directly with the hotel. ESCAP will directly clear accommodation costs directly with hotel for ESCAP sponsored participants.

#### G. Daily subsistence allowance

7. For ESCAP sponsored participants, ESCAP will provide accommodation, meals, local transportation during the meeting period and a portion of daily subsistence allowances (DSA) at the United Nations prevailing rate.

In order to facilitate the payment, eligible participants are requested to submit a copy of passport, air ticket and original boarding pass(es) for the flight to Jakarta.

8. Participants who are unable to stay for the entire duration of the meeting are requested to inform the secretariat as soon as possible after arrival, so that the DSA can be adjusted accordingly.

#### H. Arrangements for meals and coffee breaks

9. Lunches and coffee breaks will be provided for all participants during the meeting days.

Arrangements for dinner for ESCAP sponsored participants have been made at the hotel. Please check during the check-in.

#### I. Site visits

10. Greater Jakarta Transport Authority will arrange a site visit to nearby construction site of MRT in the afternoon of the 2<sup>nd</sup> day (3 March 2017). Please confirm your interest to join the site visit at the registration desk.

#### J. Exchange rate and weather

11. The current Exchange rate is US\$ 1 =Rp. 13,362 (as of 3 February 2017 according to Bank Sentral Republic Indonesia).

US\$ can be exchanged to local currencies at banks and the hotel also has facility to exchange the money as per the day's exchange rate.

At the time of the meeting, the average temperature in Jakarta, in March is hot at 27.5 °C (81.5 °F). Afternoons can be very hot with average high temperatures reaching 31 °C (87.8 °F). In March the variation/ range of daily average temperatures is 7 °C (12.6 °F). The weather in March is dampish with rain sometimes. The meeting room will be air-conditioned.

#### K. Contact persons and enquiries

12. For any enquires, participants may contact the following officers:

ESCAP Bangkok: Mr. Madan B. Regmi, Tel: (66-2) 288 1571 or E-mail: regmi.unescap@un.org.

Greater Jakarta Transport Authority: Mr. Tonny Agus Setiono, Tel. (62-81) 3952 74410 or E-mail: tonny\_as@yahoo.com.

Sari Pan Pacific Jakarta: Ms. Ruth Deasy, Sales Executive Event, Tel. (62-21) 2993 2888, (62-812) 1086 7074 or E-mail: rut.sitompul@panpacific.com. and Ms. Novi Susianti, Sales Executive for Room and Pick up or drop transportation, Tel. (62-21) 2993 2888 or E-mail: nsusianti@panpacific.com.

. . . . .

预览已结束，完整报告链接和二维码如下：

[https://www.yunbaogao.cn/report/index/report?reportId=5\\_1566](https://www.yunbaogao.cn/report/index/report?reportId=5_1566)

