



# PARTICIPANT INFORMATION

## 3<sup>rd</sup> Global Bioenergy Partnership (GBEP) Bioenergy Week

Medan, Indonesia

25-29 May 2015

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Logistic information for the meeting is outlined below to assist you in making your travel plans. It is the responsibility of each participant to arrange their own travel and accommodations. The meeting will be conducted entirely in English.

The following information can be found in this document:

1. Confirmations
2. Visas
3. Venue Information
4. Hotel Information
5. Airport Transport Information
6. Currency and foreign exchange services
7. Climate
8. Electricity
9. Contacts
10. Venue Map

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### 1. Confirmations

The deadline for confirming your participation is **20 April 2015**. Please send an email to **GBEP-Secretariat@fao.org**

### 2. Visas

It is the participant's responsibility to obtain any visas which may be necessary for this travel. Please refer to the Indonesian Embassy in your country in order to get information regarding visa requirements for travel to Indonesia.

Please follow the link below regarding visa requirements:

<http://kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=7&I=en>

As described below, some countries are eligible for visas on arrival in Indonesia. **For those countries which are not eligible, please inform the GBEP Secretariat that you need visa assistance. An invitation letter from the Government of Indonesia will then be sent to you via email.**



### **Visa on Arrival**

Citizens from 64 countries are eligible for applying for a Visa on Arrival (VOA).

Please follow the link below for further details

<http://kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=7&IDP2=21&Name=ConsularService&I=en>

This visa can be obtained directly when you arrive at certain airports and seaports in Indonesia, regardless of the purpose of your visit (Business, Tourist, Social-Cultural).

Visa on Arrival is neither a work visa nor a visit visa. Therefore, it cannot be extended or converted into another immigration permit. The maximum stay permitted is thirty (30) days and can be extended (one time) for a maximum thirty (30) days

### **General Requirements for a Visa on Arrival:**

- a. The applicant's passport must be valid for at least 6 (six) months from the date of entry
- b. Round-trip airplane ticket
- c. Fees:
  - Up to 7 (seven) days: US\$ 15
  - Up to 30 (thirty) days: US\$ 35

### **Countries that may apply for a Visa on Arrival:**

- |                    |                   |                              |
|--------------------|-------------------|------------------------------|
| 1. Algeria         | 22. Hungary       | 43. Poland                   |
| 2. Argentina       | 23. Iceland       | 44. Portugal                 |
| 3. Australia       | 24. India         | 45. Qatar                    |
| 4. Austria         | 25. Ireland       | 46. Republic of Korea        |
| 5. Bahrain         | 26. Italy         | 47. Romania                  |
| 6. Belgium         | 27. Japan         | 48. Russia                   |
| 7. Brazil          | 28. Kuwait        | 49. Saudi Arabia             |
| 8. Bulgaria        | 29. Latvia        | 50. Slovakia                 |
| 9. Canada          | 30. Libya         | 51. Slovenia                 |
| 10. China          | 31. Liechtenstein | 52. South Africa             |
| 11. Cyprus         | 32. Lithuania     | 53. Spain                    |
| 12. Czech Republic | 33. Luxembourg    | 54. Suriname                 |
| 13. Taiwan         | 34. Maldives      | 55. Sweden                   |
| 14. Denmark        | 35. Malta         | 56. Switzerland              |
| 15. Egypt          | 36. Mexico        | 57. Timor-Leste              |
| 16. Estonia        | 37. Monaco        | 58. Tunisia                  |
| 17. Fiji           | 38. Netherlands   | 59. Turkey                   |
| 18. Finland        | 39. New Zealand   | 60. United Arab Emirates     |
| 19. France         | 40. Norway        | 61. United Kingdom           |
| 20. Germany        | 41. Oman          | 62. United States of America |
| 21. Greece         | 42. Panama        |                              |



### **Free Visa for Short Visit (BVKS)**

Based on Presidential Regulation of the Republic of Indonesia No. 16/ 2008 on the Second Changing of Presidential Decision No. 18/ 2003, there are 12 countries which accepted by Free Visa for Short Visit (BVKS).

1. Brunei Darussalam
2. Chile
3. Ecuador
4. Hong Kong SAR (Special Administration Region)
5. Macao SAR
6. Malaysia
7. Morocco
8. Peru
9. Philippines
10. Singapore
11. Thailand
12. Vietnam

Please follow the link below for further details:

<http://www.kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=7&IDP2=22&Name=ConsularService&I=en>

### **3. Venue Information**

The event will be held in **Medan, Indonesia** at the **Grand Aston City Hall Medan**.

Address:

**GRAND ASTON CITY HALL MEDAN**

Hotel & Serviced Residences

Jl. Balai Kota No. 1, Medan - 20112

North Sumatera - Indonesia

T. 62 61 455 7000

F. 62 61 455 8822

W : [www.grandastonmedan.com](http://www.grandastonmedan.com)

*(please see enclosed map)*

### **4. Hotel Information**

A block of room booking at the Grand Aston City Hall Medan has been made at a special rate of Rp. 780,000/night, valid only for bookings made until 10 May 2015. **Participants are invited to take care of their own reservations and related settlement of payment with the hotel.**

Room key **MUST BE RETURNED** to the front desk when checking out. Any **NON-RETURNED** key will be charged Rp. 50,000 to your account.

**Check-in time : 14.00 hours**

**Check-out time : 12.00 hours**



## 5. Airport Transport Information

Please be informed that there is **no shuttle service provided by the Organizers**. The easiest mode of transport is **TAXI or Car Rental** (see below).

### 1. *Blue Bird Taxi*

Located at the Passenger Terminal, taxis are available 24 hours, 7 days a week. You may need to show the address of the Grand Aston Hotel in Medan to the taxi driver. The one-way fare from Kualanamu Airport in Medan to the hotel is estimated to be approximately **IDR<sup>1</sup> 100,000 – 200,000** (USD 8 - 15).

**The company of *Blue Bird Taxi* is recommended by the United Nations Department of Safety and Security (UNDSS)**

### 2. *Car Rental*

Located at the Passenger Terminal, available from 09.00 – 19.00, 7 days a week. You may need to show the address of the Grand Aston Hotel in Medan to the car rental booth and driver. The car rental fare is vary from IDR220,000 – 300,000 (USD17 – 23) per unit which can accommodate up to 5 passengers.

**The car rental company recommended to be used is Golden Bird, ASSA, and TRAC.**

### 3. *Airport Train*

Airport train is available from Kualanamu Airport to Medan Station which is located close to the venue approx. 10 min walking distance. The cost is Rp. 100,000 for one-way trip.  
(<http://www.kualanamu-airport.co.id/en/guides/transportation>).

## 6. Currency and foreign exchange services

The currency in Indonesia is the Indonesian Rupiah (IDR). The current exchange rate is approximately: 1 USD equal to IDR 12,831.0 (As of 25 March 2015). All major credit cards are readily accepted in Indonesia. Money exchange facilities are available at the arrival Airport in Medan and in tourist areas.

## 7. Climate

Indonesia has a tropical climate with the only exception being high mountain areas. The climate in Medan has a tropical rainforest climate with no dry season. The month of May is characterized by essentially constant daily high temperatures, with daily highs around 33°C throughout the month, exceeding 34°C or dropping below 31°C only one day in ten. Daily low temperatures are around 24°C, falling below 23°C or exceeding 26°C only one day in ten. Packing for dry conditions is advisable for this meeting.

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<sup>1</sup> IDR = Indonesian Rupiah.



## 8. Electricity

In Indonesia, the standard electricity voltage is 220 Volt (50 Hz). There are different plugs and sockets in use, however the most common are socket C and F (*Europlug* and *Shuko* – see picture below).

Travellers with shavers, tape recorders, laptops and other appliances having different voltage settings and/or plugs should carry a voltage adapter (e.g. 220 Volt to 110 Volt) and/or a plug-adaptor kit.

Type C plug



Type F plug



## 9. Contacts

### **FAO/GBEP Headquarters**

#### **Valentina Subacchi**

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Global Bioenergy Partnership  
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### **FAO Indonesia - Jakarta**

#### **Oemi Praptantyo**

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### **Operational support:**

#### **Ms. Mia Priluddina**

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## 10. Venue Map

### Grand Aston City Hall Medan

Jl. Balai Kota No. 1 Medan 20112 Sumatera Utara - Indonesia

Phone: (62-61) 4557 000

