



FOR PARTICIPANTS ONLY

22 August 2011

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**WTO/ESCAP Seventh ARTNeT Capacity Building Workshop for Trade Research
“Recent Advances in the Field of Trade Theory and Policy Analysis Using Micro-Level Data”**

12-16 September 2011
Yogyakarta, Indonesia

INFORMATION NOTE FOR PARTICIPANTS

General

WTO/ESCAP Seventh ARTNeT Capacity Building Workshop for Trade Research will be held at Center for World Trade Studies (CWTS), Universitas Gadjah Mada, Yogyakarta, Indonesia. The opening session of the workshop will be at 08:45 hrs on 12 September 2011.

Organizing secretariats

The workshop is jointly organized by the Secretariats of WTO and ESCAP in collaboration with Center for World Trade Studies (CWTS), Universitas Gadjah Mada

For further information concerning substantive preparations and organizational aspects of the workshop please contact:

Ms. Mia Mikic
Economic Affairs Officer
Trade Policy Section

Tel: (66-2) 288-1410
e-mail <mikic@un.org>

Mr. Yann Duval
Economic Affairs Officer
Trade Facilitation Section

Tel: (66-2) 288-2252
e-mail <duvaly@un.org>

For information concerning local organizational and logistic aspects of the event, please contact:

Ms. Panjai Limchupong
Team Assistant
Trade Policy Section
ESCAP

Tel: (66-2) 288-2251
Fax: (66-2) 288-1027, 288-3066
e-mail <limchupong@un.org>

Visa requirements

1. Participants should obtain an entry visa to the Indonesia, if necessary, from the Embassy or Consulate of the Indonesia located in their respective countries before departing for Yogyakarta.

SHORT VISIT TOURISTS VISA ISSUED ON ARRIVAL

Citizens from 62 countries and 1 region as listed below are eligible to apply for a Visa on Arrival (VOA). This visa can be applied for after you have landed at certain airports and seaports in Indonesia. The Visa on Arrival can not be converted or extended to obtain an immigration permit. The maximum stay permitted by the visa on arrival is 30 days.

Those 62 countries and 1 region are as follows:

Argentina	Fiji	Lithuania	Russia
Australia	Finland	Liechtenstein	Saudi Arabia
Austria	France	Luxembourg	Slovak Republic
Algeria	Germany	Maldives	Slovenia
Bahrain	Greece	Malta	South Africa
Belgium	Hungary	Mexico	South Korea
Brazil	Iceland	Monaco	Spain
Bulgaria	India	Netherland	Surinam
Czech Republic	Iran	New Zealand	Sweden
Cambodia	Ireland	Norway	Switzerland
Canada	Italy	Oman	Taiwan, PRC
China	Japan	Panama	Tunisia
Cyprus	Kuwait	Poland	United Arab Emirates
Denmark	Laos	Portugal	United Kingdom
Egypt	Latvia	Qatar	USA
Estonia	Lybia	Romania	

Please be advised that Visa On Arrival may only be extended upon approval from the Director General of Immigration of the Republic of Indonesia in case of natural disaster, illness or accident, but cannot be transferred to another type of visa. Overstay visitors incur to pay a penalty of US\$20.- per day/person (for under 60 days stay) whilst over 60 days stay will be a 5 (five) year prison sentence of a fine of Rp 25.000.000 (local currency)

ENTRY REQUIREMENTS FOR VISA ON ARRIVAL (VOA)

- Passport must be valid for a minimum of 6 (six) months as from the date of entry into Indonesia.
- Onward or return tickets are compulsory

VISA – FREE SHORT VISIT FOR TOURISTS

The following countries do not require a visa to enter Indonesia for a Tourist visit of up to 30 (thirty) days:

- | | | | |
|---------------------|------------|-----------------|---------------|
| - Brunei Darussalam | - Chile | - Hong Kong SAR | - Macao SAR |
| - Malaysia | - Morocco | - Peru | - Philippines |
| - Singapore | - Thailand | - Vietnam | |

Please be advised that Visa-Free Short Visits may only be extended upon approval from the Minister of Justice and Human Rights/Director General of Immigration of the Republic of Indonesia based on natural disaster, illness or accident, but cannot be transferred to another type of visa. Overstay visitors incur to pay a penalty of US\$20.- per day (for under 60 days stay) whilst over 60 days stay will be a 5 (five) year prison sentence or a fine of Rp 25.000.000 (local currency).

ENTRY REQUIREMENTS FOR VISA-FREE SHORT VISITS

- Passport must be valid for a minimum of 6 (six) months as from the date of entry into Indonesia.
- Onward or return tickets are compulsory

Please visit below web site for list of Indonesia embassy and consulate.

<http://www.indonesiaphoto.com/facts/travel-info/item/216-indonesian-embassies-and-consulates-abroad>

Participants are also advised to obtain, where necessary, a transit visa for places en route to Indonesia before the commencement of their journey.

Registration and identification badges

Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room between 0830 to 0845 hours on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear in the list of participants. Without registration, names of participants will not be included in the list.

Hotel accommodation

The Puri Artha Hotel has been designated as a recommended hotel.

Puri Artha Hotel
 Jl.Cendrawasih 36, Demangan Baru
 Yogyakarta – 55281, Indonesia
 Phone : +62 274 563288
 Fax : +62 274 562765
 Web site: <http://www.puriarthahotel.com>

The room rate is as below.

Room type	Rate for in Rp (tax included)
Superior – single occupancy	440,000

The map of the hotel is available on page 8.

Inclusions and Amenities: Breakfast
 Free internet

Participants will be individually responsible for settling their own bills (room and personal expenses such as the use of telephone, business center, etc.).

All sponsored participants are advised to stay at the Puri Artha Hotel and forward the request for room reservation on page 5 and tentative flight details at the earliest in accordance with the attached hotel reservation form, preferably before **2 September 2011**.

Transportation from/to airport

Airport pick-up service by the hotel

The Puri Artha Hotel provides a free pick up service between 0800 to 1600. Pick-up service before or after the time mentioned will cost Rp. 50,000 (US\$6) per person.

Public transportation

Yogya's Adisicpto airport is well connected to the city by public transport. Buses 3A and 1A (Rp3000) leave from the terminal for Jl Malioboro.

Yogyakarta airport is the sole rail-connected airport in Indonesia. Those arriving from (and departing into) the airport can take a Prambanan Ekspres regional train to/from Kutoarjo (west of Yogyakarta), Palur (just east of Surakarta) and several stations in between, including Tugu (just off Malioboro Street in Yogyakarta) and Solobalapan station at Solo. The station at the airport is just a few minutes walk from the terminal, with an air-conditioned underpass leading all the way to the platform for trains into Yogyakarta.

Fixed price official airport taxis are available for around Rp 50,000 depending on your destination - pay at the taxi desk in arrivals and then head for the official taxi rank. Give the receipt to your driver, there is no need for any additional payment. Its about half the price to use a taxi dropping passengers off at departures – insist on using the meter and expect to pay the Rp 2,000 airport entrance fee, even though this has already paid by the previous passenger on the way in.

Yogyakarta General Information

Yogyakarta, located on the island of Java is one of Indonesia's most popular tourist destinations. Yogyakarta is in south central Java and it is surrounded by the Indian Ocean in the south and it also borders on the province of central Java. The city of Yogyakarta is capital of the province of Yogyakarta.

Climate and Weather

Yogyakarta has a tropical weather and it enjoys plenty of sunshine all through the year. The days are generally hot and humid and there are only two distinct seasons in the year: the rainy season and the dry monsoon season.

The summers or the dry monsoon period is often uncomfortably humid and hot. However, the night temperature remains low and often gets as low as 18 degrees. The summer temperature often rises to 35 degrees Celsius and the humidity content in the air is 75%. Despite the heat, many tourists choose to visit Yogyakarta during the summer because this is the only time of the year when the place remains comparatively free from rainfall. Generally there is no rainfall from May to August and it is naturally the best time to visit Yogyakarta. However, those who are interested in watching the beauty of Yogyakarta in the rains can choose to go during the rainy season.

The rainy season in Yogyakarta generally lasts from September to May. However, the heaviest rainfall occurs in January, February, March and April with February being the wettest month. The annual average rainfall is approximately 1900 millimeters.

Electricity

Please visit the site <http://www.travel-images.com/electric-plugs.html> for more information.

Foreign exchange

Rupiah (IDR) is the official currency and is divided into 100 sen. Foreign currency can easily be exchanged at banks, hotels and money changers in major tourist destinations; US dollars is the most accepted currency. Cash often yields a better exchange rate than travellers cheques, which are not always accepted. It is recommended that travellers cheques also be in US dollars. Most major credit cards are accepted at hotels, restaurants and stores catering to the tourist trade. Small change is often unavailable so keep small denomination notes and coins for items like bus fares, temple donations and cool drinks.

Yogyakarta has plenty of banks and numerous foreign exchange offices in the tourist areas, and many banks have ATMs that accept Visa and MasterCard.

The current exchange rate is 1USD = 8,545 Rp as of 22 August 2011.

Working language of the workshop and documents

All events will be conducted in English, and all documentation will be issued only in English. There will be no interpretation service provided.

Financial and administrative arrangements

In those cases where the participation costs are borne by the ARTNeT/ESCAP secretariat, its financial responsibilities will be limited to meeting travel expenses as indicated in paragraphs 13, 14 and 15 below. Any other expenses will be the sole responsibilities of the participants themselves, for example:

- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
- (ii) Salary and related allowances for the participants during the period of the workshop;
- (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the workshop;
- (iv) Compensation in the event of death or disability of participants in connection with attending the workshop;
- (v) Any loss of or damage to personal property of participants while attending the workshop or losses or damages claimed by third parties as a result of any negligence on the part of the participants;
- (vi) Any other expenses of a personal nature, not directly related to the purpose of the workshop.

For participants whose travel is sponsored by ESCAP, UNDP offices in their respective countries will be authorized to issue them most direct economy round-trip air ticket (home country/Yogyakarta/home country) to arrive at Yogyakarta on 11 September and to depart on 17 September. The participants will be provided with a daily subsistence allowance for the duration of event which include one extra day in lieu of miscellaneous and terminal expenses (visa fee(s), transportation costs from/to airports) in accordance with UN rules and regulations. **Accommodation and other expenses at the hotel will be at participants' own responsibility.** DSA in connection with transit expenses for places en route to and from Yogyakarta (according to the authorized route) will be reimbursed upon participants' submission of their completed UN voucher for international travel expenses (F.10 form) to the ESCAP

secretariat after the return to their respective countries. The duly completed F.10 forms must be sent along with the used air ticket stubs, boarding passes and the completed payment instruction forms which will be provided, on request, at the workshop. For participants whose countries do not have UNDP offices, ESCAP will send travel advice to respective airlines in their countries for ticket collection.

To facilitate the payment of subsistence allowance, eligible participants are requested to submit their air tickets, passports and copy of first page, copy of e-ticket (s) and inbound boarding passes to the ESCAP secretariat staff on duty in the meeting room before the opening of all events.

Sponsored participants are expected to stay for the full duration of all events. However, if for any sudden reason, they are unable to stay for the full duration of the workshop, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

Indonesian Customs regulation

Customs allow one litre of alcoholic beverages, 200 cigarettes or 50 cigars or 100g of tobacco and a reasonable amount of perfume per adult. Cameras, video cameras, portable radios, cassette recorders, binocular and sport equipment are admitted provided they are out on departure. They must be declared to Customs.

Prohibited are firearms, narcotic drugs, pornography, transceivers and cordless telephones. Chinese traditional medicines must be registered by Depkes RI. Films, pre-recorded video tapes and laser disks must be screened by the Censor Board. There is no restriction on import or export of foreign and travelers cheques. However, the import and export of Indonesian currency exceeding Rp100 million is prohibited.

Airport Tax

Please be advised that an airport tax of Rp150,000 is levied by the airport authority for travelers on international routes and Rp30,000 for those on domestic routes.

.....

HOTEL RESERVATION FORM

**WTO/ESCAP Seventh ARTNeT Capacity Building Workshop for Trade Research
 “Recent Advances in the Field of Trade Theory and Policy Analysis Using Micro-Level Data”
 September 12 – 16, 2011**

Mr [] Ms [] Name: _____		
First	Middle	Last
Functional title and full street address: 		
Tel: _____ Fax: _____		
e-mail: _____		
Arrival date at Yogyakarta: _____ Flight: _____ at: _____ hours		
Departure date from Yogyakarta: _____ Flight: _____ at: _____ hours		
Air port pick up: <input type="checkbox"/> Yes <input type="checkbox"/> No		
The Puri Artha Hotel provides a free pick up service between 0800 to 1600. Pick-up service before or after the time mentioned will cost Rp. 50,000 (US\$6) per person.		
Room requirement at the Puri Artha Hotel and period of stay: (pls double click on the box)		
<input type="checkbox"/> Single	Check-in date: _____	Check-out date: _____
<input type="checkbox"/> Smoking	<input type="checkbox"/> non-smoking	
The above reservation is guaranteed by:		
Credit Card No. :	_____	Expiry Date: _____
Card holder's name:	_____	
Signature :	_____	Date: _____

Please fax the form with attention to

1) Reservation Manager Puri Artha Hotel Yogyakarta – 55281 Indonesia	Tel: +62 274 563288 Fax : +62 274 562765 e-mail: marketing@puriarthahotel.com , pr@puriarthahotel.com info@puriarthahotel.com
2) Ms. Panjai Limchupong Team Assistant Trade and Investment Division ESCAP	Tel: (66-2) 288-2251 Fax: (66-2) 288-3066, 288-1027 e-mail: limchupong@un.org

Hotel Map

Puri Artha Hotel
Jl.Cendrawasih 36, Demangan Baru
Yogyakarta – 55281, Indonesia

Phone : +62 274 563288

Fax : +62 274 562765

