

5 August 2010

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ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

ARTNeT Capacity Building Workshop for Trade Research: Gravity Modeling
23-27 August 2010
Bogor, Indonesia

INFORMATION NOTE FOR PARTICIPANTS

General

1. ARTNeT Capacity Building Workshop for Trade Research: Gravity Modeling will be held at Economics Department, and Business and Management Graduate School, Bogor Agricultural University, Gedung MB IPB - Jl. Raya Pajajaran, Bogor, Indonesia. The opening of will be at 09:00 hrs on 22 August 2010.

Organizing secretariats

2. The workshop is jointly organized by the secretariats of ARTNeT/ESCAP and Economics Department, and Business and Management Graduate School, Bogor Agricultural University.

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

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Economic Affairs Officer
Trade Policy Section

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For further information concerning local organizational and logistical aspects of all events please contact:

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Visa requirements

3. 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 Bogor.

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
Denmark	Laos	Portugal	Emirates
Egypt	Latvia	Qatar	United Kingdom
Estonia	Lybia	Romania	USA

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 IDR 25,000 (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 IDF25.000.000 (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>

4. 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

5. Participants are requested to register and obtain meeting badges at the registration desk, located in front of the meeting room between 0845 to 0900 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

6. Accommodation at special rate has been arranged for participants at:

Pangrango Hotel
 32 Jalan Rajajaran-Babakan
 Bogog, Indonesia
 Phone: +25-132-1482
 Web site: <http://www.pangrangohotel.com>

- The rate for single room is at Rp464 000 (tax included)
- **The map of the hotel is available on page 6.**

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.).

7. All sponsored participants are advised to stay at the Pangrango 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 **15 August 2010**.

Transportation on arrival and departure

8. . Travelling to Bogor from Jakarta

All participants who are arriving Jakarta's Soekarno-Hatta Airport can travel to Bogor by one of the following modes of transport:

By bus



From [Jakarta](#)'s Soekarno-Hatta Airport, there are direct *Damri* buses (hourly from 4am to 6pm) to Bogor (16,000Rp). From the Bogor bus terminal, you can take a taxi to the hotel. The hotel is around 10 minutes from the bus station.

By train

Eksekutif-class trains called *Pakuan* depart Jakarta's Kota station, with a stop in Gambir, roughly on an hourly basis (RP 11000). *Ekonomi*-class trains depart Jakarta's Kota station every 20 minutes or so, but can be very crowded and they do not stop in Gambir. Another class is *Economy-AC*. The ticket is Rp 5.500 per trip from Jakarta. This train class is affordable and more comfortable than *ekonomi*-class..

By taxi

One can take metered taxi to Bogor. The cost will be approx. US\$15-30 plus toll road fees of approx. US\$2. Be cautious during the rainy season (Nov - Mar) because the route to Bogor is subject to flash floods. It's better to use bigger companies like the Blue Bird Group as they are more reliable.

Bogor General Information

9. . Located 60 km south of Jakarta, Bogor is the "bo" of the massive *Jabotabek* conurbation, with 3,000,000 people or so of its own. The town was the capital of Indonesia during the brief British occupation, and under the name *Buitenzorg* was also the summer capital of the Dutch in the hot dry season. Located 290 meters above sea level, Bogor is noticeably cooler than the torrid lowlands. Bogor's epithet is *Kota Hujan*, meaning "City of Rain". English is not prevalent but basic English is spoken by many in restaurants and the local "warung" food stalls.

Weather

Bogor is the rainy city and humid. It rains almost every afternoon. Kindly prepare the proper clothing including umbrella.

Electricity

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

Foreign exchange

11. 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.

12. Bogor has plenty of banks. ATMs are available in many parts of Bogor. Please ensure to inform your bank before travelling abroad, and be aware you may be charged for cash withdrawals. It is advisable to exchange some cash before arriving in Bogor.
13. The current exchange rate is 1USD = 9090 Rp.

Working language of the workshop and documents

14. 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

15. 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.
16. 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/Jakarta/home country) to arrive at Jakarta on 22 August and to depart on 28 August. The participants will be provided with a daily subsistence allowance in Indonesian Rupee which is equivalent to US\$ 108 (at current UN DSA rate) for the duration of event which include one extra day in lieu of miscellaneous and terminal expenses (visa fee(s), transportation costs including travel from Jakarta-Bogor-Jakarta) 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 Jakarta (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.

- 17. 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.
- 18. 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

- 19. 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:

- 20. Please be advised that an airport tax of Rp100,000 is levied by the airport authority for travelers on international routes and Rp30,000 for those on domestic routes.

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Hotel Map

