



ICRC

**INTERNATIONAL CONFERENCE
PREPARING MODERN ARMED FORCES
FOR PEACEKEEPING OPERATIONS
IN 21ST CENTURY**



**BOROBUDUR HOTEL, JAKARTA, INDONESIA
25-27 JUNE 2019**

PRACTICAL INFORMATION

Administrative Arrangements

The Indonesian Armed Forces (TNI) and the International Committee of the Red Cross (ICRC) warmly welcome your participation at the International Conference on Preparing Modern Armed Forces for Peacekeeping Operations in 21st Century to be held **from 25 to 27 June 2019**. Kindly note the following practical details regarding your travel and stay in Jakarta during the conference. Information about this conference is posted at this link:

<https://www.icrc.org/en/event/peacekeeping-indonesia>

Conference Venue

The conference will take place at the Borobudur Hotel

Address: Jl. Lap. Banteng Selatan No.1, Ps. Baru, Sawah Besar,
Kota Jakarta Pusat, DKI Jakarta 10710

Phone: +62 21 3805555

Email: **welcome@hotelborobudur**

Website: <https://www.hotelborobudur.com/>

(All rooms include breakfast and have free wifi/internet access; all rooms are non smoking)

Participants are advised to make arrangements for their travel to arrive in Jakarta in time for the Welcome Ceremony at **15:00, Tuesday 25 June 2017** (please consider two/three hours between the time you land and you arrive at the hotel)

The Workshop will be held at the Borobudur Hotel and will start on Wednesday, 26 June 2019 at 08:30 and will finish on Thursday, 27 June 2019 midday.

Accommodation

The accommodation for the ICRC sponsored participants is arranged at the Borobudur Hotel (see above). We have reserved rooms for each participant and will bear the cost of a single room from Monday 24 June 2019 (check in: 13:00) until check out on latest by Friday, 28 June 2019 by 12:00. In justified cases, check-in and check-out can be adjusted – thank you to inform us asap.

Participants that are self funded are encouraged to book their accommodation at this hotel as we have a special negotiated rate. We are ready to proceed with the booking, though the charges will have to be paid directly to the hotel.

Please forward the flight itinerary to the ICRC contact by Thursday, 6 June 2019 to facilitate confirmation of the room bookings with the hotel. **Kindly note that any other travel arrangements requiring different accommodation will be at the participant's own**

Please find info about this conference in:

<https://www.icrc.org/en/event/peacekeeping-indonesia>

expense (e.g. earlier arrival or later departure -unless justified and agreed upon- or double room, accompanying person, etc.). All other incidental charges are at the participants' expense (i.e. laundry, mini-bar, room service, telephone calls, etc.). Thank you to settle all the extras with the hotel at the time of departure.

Meals & Perdiem

The accommodation arrangements will include meals for the duration of the conference.

A Welcome Reception is provided on Tuesday, 25 June 2019 from 19:00 – 21:00 at Singosari Room, Borobudur Hotel.

A Gala Dinner will be hosted by the TNI on Wednesday 26 June 2019 from 19:00 – 21:00 at Flores Room, Borobudur Hotel.

Breakfast is included in the accommodation rate.

Lunches and coffee breaks will be served on Tuesday and Wednesday at the Borobudur Hotel.

Please let us know if you have any dietary requirements (i.e. halal, vegetarian, allergies, etc.).

ICRC sponsored participants shall be paid a per diem (indicatively USD 11 per day since all meals and accommodation are included: lunch, coffee/tea breaks and official dinner) either by the sending ICRC Delegations or this can be arranged to be paid by the ICRC Jakarta Regional Delegation with prior arrangements done. Thank you to inform us accordingly.

Travel Arrangements

For the ICRC sponsored participants, the ICRC Delegation responsible for the respective country will arrange for the purchase of one economy class air ticket for your journey to Jakarta.

Visa

As of March 2016, nationals of 169 countries are visa exempted. Thank you to check on:

<http://www.imigrasi.go.id/index.php/en/layanan-publik/bebas-visa>)

Nationals of all other countries must apply at an Indonesian embassy/ consulate prior to entering Indonesia **If you require for a visa, please let us know a.s.a.p. so we could issue an invitation letter** for you to use in the application process.

Arrival

The hotel is about 26 kilometres from the Soekarno-Hatta International Airport of Jakarta.

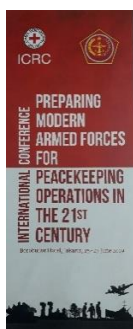
The Indonesian Armed Forces (TNI) **will set up a Registration Desk at Terminal 3 from 24 June to 25 June 2019** (check the map below). On your arrival on the way to immigration counter you could see the committee booth with standing banner as shown below. Present yourself to TNI representative (TNI personnel will be in uniform) and you will be accompanied to the immigration counter, then to baggage claim and to a "Blue Bird" taxi or car which will take you directly to the Borobudur hotel. For the ICRC sponsored participants, the service is taken in charge by the organisers, you do not have to pay anything. For the self-funded participants, we are ready to proceed with the taxi arrangement, though the charges will have to be paid to the ICRC upon registration.

In case you come earlier or later, or you missed the committee booth, please always choose a taxi from the BLUE BIRD group: counters are available just outside the arrival hall (see images below, particularly the logo: either a bird or an egg). In this case you will have to pay approx. IDR 250.000 or USD 18.

Please find info about this conference in:

<https://www.icrc.org/en/event/peacekeeping-indonesia>

CONFERENCE REGISTRATION DESK SOEKARNO HATTA INT'L AIRPORT



Departure

On your departure day, transportation will be organized from the hotel to the airport (Blue Bird taxi). Please confirm your departure time during the registration upon arrival and information about send-off timings will be shared timely.

Please be reminded that the International Airport requires for check – in at least 2 hours prior to your departure time. The distance from the hotel to Terminal 3 Soekarno-Hatta Airport takes approximately about 1.30 hours.

NOTE: Please ensure you leave your hotel not less than 3.30 hours prior to your departure date and flight time.

Please find info about this conference in:

<https://www.icrc.org/en/event/peacekeeping-indonesia>

Registration

A registration counter at the Borobudur Hotel will be opened from Monday 24 June 2019 at the lobby hotel from 10:00 to 20:00. In case you arrive before, thank you to check in and then contact the registration desk once it has opened. If you arrive later, ICRC and TNI personnel will reach out to you.

In any case, the hotel personnel will be able to direct you to ICRC and TNI personnel in case of need.

Dress Code

Opening ceremony at Istana Merdeka (place to be confirm)

Civilian: formal (suit/coat & tie or batik – no jeans).

Military: service dress uniform with hat (no camouflage/BDU)

Gala Dinner:

Civilian: business casual (suit/coat or batik – no jeans).

Military: service dress uniform / business casual (as above)

Conference

Civilian: business casual (suit/coat – no jeans).

Military: service dress uniform (hat not mandatory – no camouflage/BDU)

Secretariat Room

The Secretariat Room will be located at Bengkalis Room (3rd floor) near the conference room at the Borobudur Hotel. The operating hours will be manned from 08:00 daily for the duration of the Workshop. The Secretariat Room will provide basic office support like printing, etc.

Currency

The Rupiah (Rp or IDR) is the official currency of Indonesia. **The exchange rate is approximately:**

- USD 1 = Rp 14,300

- EUR 1 = Rp 16,000

Coins in circulation are: Rp 50, Rp 100, Rp 200, Rp 500 and Rp 1,000.

Currency notes in circulation are: Rp 1,000, Rp 2,000, Rp 5,000, Rp 10,000, Rp 20,000, Rp 50,000 and Rp 100,000.

You can change the currency at the airport or at the hotel, however you may be able to secure slightly better exchange rates from authorised money changers in Jakarta compared to the hotel.

Contacts

In case you have any questions or require further clarification of anything before the conference begins, please contact the ICRC Jakarta Regional Delegation at the following numbers:

+62 21 7207252 (General Line) and ask for Ms. Dinihari Puspita.

For general and urgent inquiries during the conference, participants can contact the following:

ICRC:

- Dinihari Puspita: +62 811820683 (Indonesia mobile phone)

Please find info about this conference in:

<https://www.icrc.org/en/event/peacekeeping-indonesia>

- Zarvan Raniero Owsia: +66 (0) 81 727 6779 (Thai mobile phone)

Indonesian Armed Forces (TNI):

- Captain Navy Nurrobi: +62 8123224796 (Indonesia mobile phone)
- Col AF Untung Suropati: +6281342681994 (Indonesia mobile phone)
- CDR Wensuslaus Kapo: +62 81384253310 (Indonesia mobile phone)

Please find info about this conference in:

<https://www.icrc.org/en/event/peacekeeping-indonesia>