



## ***ASEAN ENERGY MARKET INTEGRATION (AEMI)***

### **AEMI FORUM ADMINISTRATIVE NOTE**

**3-4 June 2015**

*Aryaduta Hotel, Jakarta, Indonesia*

*Jl. Prapatan No 44-48, Jakarta 10110, Indonesia*

We look forward to welcoming you to the AEMI Forum on 3-4 June 2015 in Aryaduta Hotel, Jakarta. We would like to provide you with some important information for your travel preparations to Indonesia.

#### **Visa Application**

- Participants are responsible for contacting your local venue country embassy or consulate to verify what kind of visa and guarantee you may need to enter (if any). - The official invitation letter will be needed for obtaining an entry visa to Indonesia. You are responsible for preparing all other requirements, if any, and paying the visa fee. If you encounter any difficulty in obtaining a Indonesia Visa, please contact us immediately.

#### **Air Travel**

- For those of you coming from out of town, we strongly encourage you to buy your air ticket as soon as possible.
- Please ensure that your passport is valid long enough for you to attend this Forum and return home. It should also have a sufficient number of blank pages for the necessary immigration stamps to enter Indonesia and any country you need to transit in, or plan to visit on your return journey.
- Please make your own flight reservation and advise us on your arrival and departure dates and time.
- We will reimburse the cost for an economy class ticket for a round trip between your home city and Jakarta, for the **most direct and economical route and rate**. Do not hesitate to contact us if you need to check.

#### **Accommodation**

Indonesian Institute of Sciences will take care of all meals and hotel arrangements. All participants from outside Jakarta, Bogor, Tangerang, Bekasi and Depok will be accommodated at Aryaduta Hotel. All Forum activities, including lodging, meals and meetings will take place at this location.

- Basic hotel room charges for the duration of your participation at the AEMI Forum will be paid for directly by Indonesian Institute of Sciences, for up to two nights starting 3 June 2015 and ending at noon, 5 June 2015. Breakfast, Lunch and Dinners are included.
- Please settle your personal incidents (mini bar, laundry, phone bills, additional meals, etc.) and any additional charges, if any, upon check-out.



## Procedure of airfare reimbursement

Your travel expenses will be reimbursed to you directly in person by the conclusion of the AEMI Forum. We will pay your airfare in Rupiah base on the exchange rate when you booked your flight. For reimbursement purpose, you need to submit the following documents:

- The original boarding pass (a trip to Jakarta).
- A copy of your passport (signed by yourself).
- A copy of a travel itinerary receipt (signed by yourself).
- Receipts for the in/out airport transportation (in the departure and arrival city), for metered taxis.
- Receipts for the visa, if any.

## Hotel Location



### **ARYADUTA HOTEL (5 Stars) – Tugu Tani**

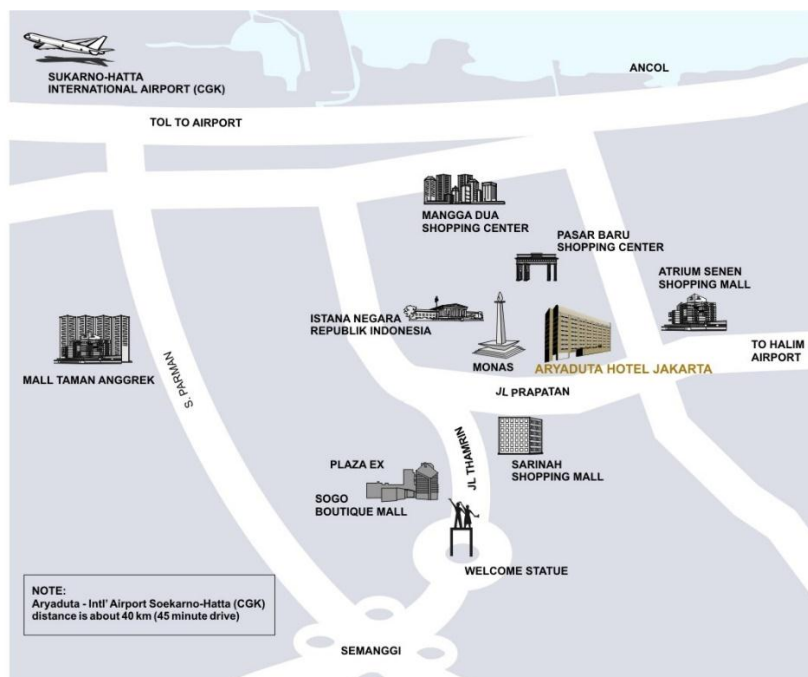
Jl. Prapatan No 44-48, Jakarta 10110, Indonesia

Tel.: +62 21 2352 1234

Fax: +62 21 2351 8600

Website: <http://www.aryaduta.com>

E-mail: [info.jakarta@aryaduta.com](mailto:info.jakarta@aryaduta.com)



### Airport Transfer

- No airport transfer will be arranged by Economic Research Center, Indonesia Institute of Sciences. You are advised to take a metered taxi. You can find taxi booth in front of arrival gate of Soekarno-Hatta airport. The Aryaduta Hotel is located around 33 Km from Soekarno-Hatta International Airport. Before you take the Taxi, please make sure that the driver has known the Hotel Location (the Aryaduta Hotel-Tugu Tani). For more information, please contact Aryaduta Hotel's Officer at 021 2352 1234.
- Herewith recommended list of taxi brand:

Brand	Phone	Email	(Approximately cost)		
			Taxi Charge*) (one way)	Airport Taxi surcharge	Highway (Toll) charge
Bluebird and Pusaka	+6221 79171234/ 7941234	<a href="mailto:customercare@bluebirdgroup.com">customercare@bluebirdgroup.com</a>	IDR 250.000 (USD) 19.5	IDR 9,000 (USD 0.7)	IDR 18,500 (USD 1.2)
Gamya	+6221 87795555 or 8403838		IDR 235.000	IDR 9,000 (USD 0.7)	IDR 18,500 (USD 1.2)
Express	+6221 500 122		IDR 235.000	IDR 9,000 (USD 0.7)	IDR 18,500 (USD 1.2)

\*)Taxi metered charge will be vary, depends on traffic congestion in Jakarta.



## Contact Information

If you have any questions, do not hesitate to contact:

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**Please do not forget to send the Registration Form via  
Email: [innedwiastuti@yahoo.com](mailto:innedwiastuti@yahoo.com) and [bahtiar2000@gmail.com](mailto:bahtiar2000@gmail.com)  
no later than Monday, 18 May 2015.**

