
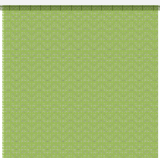




# Information Note



SECOND MEETING OF MEDICINE AND  
VACCINES MANUFACTURERS FROM  
THE OIC MEMBER STATES



ASTON PRIMERA PASTEUR HOTEL  
Bandung, West Java  
Republic of Indonesia  
16<sup>th</sup> June 2013



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## 1. Welcome and Introduction

Bio Farma of Indonesia welcomes all participants to the Second Meeting of Medicine and Vaccines Manufacturers from the OIC Member States.

This information note provides comprehensive details about administrative procedures, meeting logistics and requirements for the participants. Requires for clarification or for additional information can be channelled to the organization committee via the email address (rahman.rustan@biofarma.co.id).

Amendments to this circular note will be issued as necessary and will be available at the Information Desk at the meeting venue.

The organizing committee wishes all the participants a pleasant and productive visit to the Republic of Indonesia during the upcoming Second Meeting of Medicine and Vaccines Manufacturers from the OIC Member States.

## 2. Meeting Dates and Venue

The Second Meeting of Medicine and Vaccines Manufacturers from the OIC Member States will take place in Bandung, Indonesia on 16 June 2013. The meeting venue will be:

Hotel name	: Aston Primera Pasteur Hotel
Address	: Jalan Doktor Djunjunan, Bandung 40162, Indonesia
Phone	: +62-22-2060123
Email	: info@AstonPasteur.com

### **3. Meeting Agenda**

**3.1.** The meeting is scheduled to commence at 09:00 hours on Sunday, 16 June 2013 at the Aston Primera Pasteur Hotel. All participants are expected to arrive at the meeting room at 08:30 hours.

The Agenda and the Programme of Work for the meeting will be transmitted separately.

### **4. Accommodation**

#### **4.1. Hotel**

##### **1) Aston Primera Pasteur Hotel (Meeting Venue)**

[http://www.aston-international.com/ourhotels\\_contact.php?id=MzA=](http://www.aston-international.com/ourhotels_contact.php?id=MzA=)

Jalan Doktor Djunjunan, Bandung 40162, Indonesia

Phone : +62-22-2060123

Email : info@AstonPasteur.com

#### **4.2. Reservation Procedures**

You may wish to contact directly the hotels for further details on room rates and availability.

The participants will be responsible for confirming their reservation and for any additional request for services directly to the hotel.

#### **4.3. Financial Coverage**

All participants will cover their own round-trip air ticket and accommodation's expenses.

## **5. Airport and Transfer**

### **5.1. Visas and Custom Information**

For entry into Indonesia a visa is required. The procedure for obtaining a visa is standard. Please refer to the following notifications:

A. Participants from the following countries do not need visa to travel to Indonesia:

- Malaysia (all types of passport)
- Morocco (all types of passport)
- Iran (Official/Diplomatic Passport)
- Tunisia (Official/Diplomatic Passport)
- Turkey (Official/Diplomatic Passport)
- Kazakhstan (Service/Diplomatic Passport)

B. Participants from the following countries may obtain Visa on Arrival (VoA):

- Algeria (all types of passport)
- Egypt (all types of passport)
- Saudi Arabia (all types of passport)
- United Arab Emirates (all types of passport)
- Iran (Regular Passport)
- Tunisia (Regular Passport)
- Turkey (Regular Passport)

C. Participants from following countries are kindly requested to obtain visa from the Indonesian Embassy or Consulate represented in the respective countries:

- Pakistan
- Senegal

\*) Please be advised that participants who have difficulties in obtaining visa from the nearest Indonesian Embassy or Consulate shall immediately contact the Organizing Committee for further arrangement of Visa on Arrival. Please also note that Visa on Arrival fees shall be borne by the participants. The Government of Indonesia will further send guarantee letter to the concerned participant, which should be presented at the immigration checkpoint in Soekarno-Hatta International Airport in Jakarta.

The general requirements for visa on arrival are: The applicant's passport must be valid at least 6(six) months from the date of entry and round-trip airplane ticket.

Fees for Visa on arrival:

up to 7 (seven) days	: USD 10
up to 3 (three) days	: USD 25

With regards to the above, all delegations entering Indonesian territory are required to have visa and possess valid passport for six (6) months from the date of arrival.

Visa on Arrival (VoA) facility is issued on arrival at the Soekarno-Hatta International Airport for visits not exceeding 30 days for nationals from the Islamic Republic of Iran. The Visa on arrival fee for up to thirty (30) days is US\$25; this visa not extendable and not convertible into other types of visas. Should the bearer of diplomatic and service visa wishes to apply for VoA, the above mentioned fee shall apply.

Embassies and Consulates of the Republic of Indonesia accredited to the respected member states.

Please refer to [www.kemlu.go.id/Pages/Mission.aspx?l=en](http://www.kemlu.go.id/Pages/Mission.aspx?l=en) for further information.

General Information regarding visa application is available at the Directorate General of Immigration of the Republic of Indonesia website at <http://www.imigrasi.go.id>.

Delegates may also refer to the Embassies and Consulates of the Republic of Indonesia in their countries'. In case of difficulties related to obtaining a visa, please communicate to [rahman.rustan@biofarma.co.id](mailto:rahman.rustan@biofarma.co.id) mentioning *Visa assistance* in the email title.

The Customs authorities perform custom inspections after baggage claim on passengers arriving on international flights. During inspection, the passengers are required to submit the completed customs declaration forms which will be provided by the airline staff before landing. For more information on customs please refer to [ttp://www.beacukai.go.id](http://www.beacukai.go.id).

## **5.2. Baggage and Item Restriction**

Airlines operating in the Republic of Indonesia strictly enforce baggage size and weight limitations, and the participants are requested to familiarize themselves with their airline weight and carry-on restrictions prior to traveling in order to avoid extra fees or complications. Inside the check-in area, the participants can use the baggage packing service. The average baggage allowance for Indonesian airlines is 20 kg/44 pounds for economy class passenger and 30 kg/66 pounds for executive class passenger.

In addition, for the sake of airline security, some articles and substances must not be carried aboard. The amount of liquid in hand luggage may also be restricted. Detailed information can be found at the Soekarno-Hatta Airport website: <http://www.jakartaairportonline.com/>.

### **5.3. Airport Arrivals and Departures**

Soekarno-Hatta International Airport is located 20 km northwest of Jakarta city center. The IATA code for Soekarno-Hatta International Airport is CGK. Depending on the flight route, the participants will arrive at either Terminal 1 or 3 (domestic flights), or Terminal 2 (international flights). The participants are encouraged to clarify information on the terminal of arrival with their airline companies.

Our Staff will assist delegates for the airport transfer. Participants are requested to provide information regarding their airline, flight number, date and time of arrival, and the number of participants through email ([rahman.rustan@biofarma.co.id](mailto:rahman.rustan@biofarma.co.id)).

On departure from Soekarno-Hatta International Airport, passengers flying with international routes are required to pay the airport tax charge Rp.150.000 (US\$ 15).

### **5.4. Airport Transfers**

Complimentary shuttle transfer services from airport to the hotel in Bandung will be available for the participants at the Terminal 2 Arrival.



## **6. Transportation**

### **6.1. Shuttle Services**

The participants will be provided with shuttles between the airport and the Aston Primera Pasteur Hotel. Due to the nature of Bandung traffic, participants are advised to make appropriate time arrangement should they need to use the shuttle service.

### **6.2. Public Transportation and Taxi**

It is highly recommended to use taxi cabs with special taxi service insignia. The payment is accepted in Rupiah. Money Changer service is available at the Soekarno-Hatta International Airport. Additional information regarding transportation facilities and taxi services will be available at the Information Desk at the meeting venue (Aston Primera Pasteur Hotel).

## **7. Meeting Venue Facilities and Services**

### **7.1. Common Delegation Room**

The Common Delegation room will be available to the participants on 16 June 2013. The room will be equipped with computers, printers, photocopiers, telephones, fax machines. Free Internet access and domestic phone lines will be provided.

### **7.2. Prayer Room**

The delegations and guests can use male and female prayer rooms at Aston Primera Pasteur (B1 Floor) Hotel. Information about Prayer Rooms will be

available at the Information Desk at the meeting venue (Aston Primera Pasteur Hotel).

### **7.3. Medical Services**

The Medical Care Station will be open from 09.00 to 17.00 starting on 16 June 2013 at Aston Primera Pasteur Hotel. The participants will be able to use the services of private clinics and ambulances close to the hotel. First Aid for the participants will be provided free of charge. For all medications and medical services provided by clinics, hospitals, pharmacies or other health care institutions, participants will have to pay directly to the service providers. Please take note that clinics may not be equipped for treatment of some serious and chronic diseases. Working hours and addresses of hospitals and clinics will be available at the Information Desk at Aston Primera Pasteur Hotel. If you have any, please bring your insurance card.

### **8. Dress Code**

Participants are advised to wear business attire. For all activities on 16 June 2013. As for the cultural dinner, the participants are required to wear formal attire or batik.

### **9. General Information**

#### **9.1. Bandung**

**Bandung**, City of Flowers, is the provincial capital of West Java and Indonesia's third largest city. Known in colonial times as the **Paris of Java** because of its European ambiance and sophistication, Bandung

shares with Miami a fine legacy of Tropical Deco architecture dating from the 1920's.

Situated on a plateau in the beautiful Parahayangan mountains, Bandung's pleasant climate and lush surroundings have offered an escape from the heat of the lowlands since the mid 19th century when it was the heart of the region's most prosperous plantation area. Host to the historic Asia Africa conference in 1955, Bandung is now a center of higher education, commerce and aircraft industry which despite its modern amenities still retains much of its colonial era charm.

Bandung is also renowned for its shopping, particularly for shoes, textiles, clothing and denims which are found in the colourful Jeans street. Easily reached from Jakarta by car. Bandung, with its cool mountain air is a popular second stop for those visiting the national capital and an essential stay-over for travellers enroute through Java. The best way to get around Bandung is by taxi or minibus hired via your hotel.

## **9.2. Weather**

Although you may well be more used to countries having four very distinctive seasons, in Bandung and throughout **Indonesia** there really are only two - the dry and wet seasons. The climate in Bandung remains hot throughout the year, although between October and April, the weather is often rainy, with heavy downpours and more than the occasional tropical storm.

Although a holiday during the wet season of Bandung is really quite feasible, since there are still many dry and sunny days to enjoy, holiday makers generally pay a visit to the island of Java in the dry season, between May and September. From June to September, the weather is at

its driest and climate most appealing. It is quite possible that you won't even experience much more than a brief shower or two if you arrive at this time of the year.

### **9.3. Time**

Time zone of Bandung is UTC/GMT +7.

### **9.4. Tipping**

Major hotel services are inclusive of 21% tax, 11% is the government tax and another 10% is service charge. Some restaurants will include 5-10% service charge to their bills. Although all taxis are metered, some drivers may not carry coins, so it is wise to round up your bill. If the taxi meter shows Rp17.750, for instance, you can pay Rp18.000 or more if you find the service is satisfactory. In general, tipping is not a mandatory practice in many hotels, restaurants, taxis and other utilities in Indonesia. However, if you are satisfied with the service you may give 5-10% of the total bill.

### **9.5. Electricity and Water Supply**

The supply voltage in Indonesia is 220-240 volts and two-pronged plugs. Check before using an appliance. Tap water is not drinkable. We advise the participants to consume bottled water which can be purchased at the hotel or any nearby convenient stores.

### **9.6. Smoking**

There is no general prohibition on smoking in public areas in Bandung. Restaurants, bars and food courts are divided into smoking and nonsmoking zones. Inside shopping centers, theaters, museums and other

cultural or educational institutions smoking is totally prohibited, though designated areas are usually provided for smokers.

### **9.7. Useful Telephone Number**

#### City emergency services:

Police: 110

Ambulance: 118

Fire: 113

Free local information desk (24h): 108

#### Lost and found baggage:

Soekarno Hatta Airport Terminal 2: (tel: +62 21 550 7096 / +62 21 550 6074)

#### Dialing Indonesian numbers from outside Indonesia:

Please dial telephone numbers as indicated: country code (+62), area code (21 or other), telephone number (7 or 8 digits)

#### Dialing Indonesian mobile phone numbers from your mobile phone during your visit to Indonesia:

Please dial telephone numbers as indicated: country code (+62), enter the Indonesian mobile phone number, excluding the "0" from the beginning of the number, which is a prefix for calling domestically.

#### Dialing Indonesian phone numbers from your Indonesian mobile phone during your visit to Indonesia:

Please dial telephone numbers as indicated: area code (021 or other), telephone number (7 or 8 digits).

Dialing international telephone numbers from your mobile phone during your visit to Indonesia:

Please use international standard procedure: dial “+”, country code, area code, telephone number.

### **9.8. Credit Cards**

Major credit cards, such as Visa and MasterCard are widely accepted at hotels, restaurants, shops, etc. However, some restaurants and small shops accept cash payments only.

### **9.9. Currency and ATMs**

The official currency of Indonesia is Rupiah (IDR/Rp). All payments on the territory of Indonesia must be done in Rupiah. Credit card payments will also be carried out in Rupiah.

Currency exchange points are located at Soekarno-Hatta International Airport, main hotels, banks, money changers throughout the city. Major currencies are accepted for exchange. Currency exchange rates vary depending on the policies of a bank. Banks usually take commission for money exchange and participants are advised to take it into consideration. When making a currency exchange, some banks also ask to provide a passport or other identity document.

It is also possible to use the ATMs located in banks, hotels, large shopping centers. Information about the location of ATMs will be available at the information desks.

Exchange rate of the Central Bank of Indonesia as of 6 May 2013

USD 1 = Rp. 9,232,-

#### **9.10. Mobile Phones Information**

Local phone services are reliable. Both GSM and CDMA mobile phone systems are in operation. Most modern cell phones can work in several settings that can use roaming services in different networks. Most of the GSM phones in use in Indonesia, supporting the protocols of GSM-900 and GSM-1800, or in networks GSM-850 and GSM-1900. Long distance calls within Indonesia may be made by direct dialing through International Direct Dial (IDD) in major cities or through operated assisted calls. Telex and Fax services are readily available in major hotels.

#### **10. Meeting Security**

Access to the venue will be granted only to the participants with ID badges. All meeting participants are requested to visibly show their ID badges at all time.

#### **11. Contact Person**

If you have any further question or information please contact us at:

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