

WORLD METEOROLOGICAL ORGANIZATION

=====

DRA-AP/7723-15, ANNEX III

Regional Form on Meteorological Services for Aviation Safety in Southeast Asia (Jakarta, Indonesia, 29–30 April 2015)

Information Note for Participants

Venue

At the kind invitation of the Government of the Republic of Indonesia, the Regional Form on Meteorological Services for Aviation Safety in Southeast Asia will be held at the Agency for Meteorology, Climatology and Geophysics (BMKG) in Jakarta from 29 to 30 April 2015. The Forum will start at 9.30 a.m. on 29 April 2015 in BMKG Auditorium, BMKG Main Building 1st floor.

Registration of participants

Registration for the Forum will take place at the registration desk in the venue from 9.00 a.m. on 29 April 2015. Participants will receive identification badges at the time of registration.

Language

The Conference will be conducted in English.

Computer facilities

An Internet corner will be provided to delegates. In addition, the meeting room will be equipped with Wi-Fi access.

Entry requirements

All participants requiring a visa to enter Indonesia should apply for their visa directly from the Embassy or Consulate-General of the Republic of Indonesia in their country, or a designated country in cases where no Indonesian Embassy or Consulate is available in their own country. Diplomatic and service visas and entry permits, where required, shall be granted free of charge and as speedily as possible for their effective participation throughout the duration of the Forum, provided the application for the visa is made sufficiently in advance, i.e. more than one month before the beginning of the Forum.

If there is no Embassy or Consulate-General of the Republic of Indonesia in the participant's country, the participants may be able to apply for Visa on Arrival (VoA) by sending prior information, such as the invitation letter from WMO, a letter of visa request and copies of their passport to BMKG with a copy to the WMO Secretariat, not later than one month prior to the Forum. Please note that, prior to your departure, you need to obtain confirmation from BMKG that your application for Visa on Arrival (at Jakarta, Soekarno-Hatta International Airport) has already been cleared.

Banking and Currency

There are currency exchange offices in Soekarno-Hatta International Airport as well as in all banks (opening hours are 9 a.m. to 3 p.m.). The local currency is the Indonesia Rupiah (US\$ 1 ≈ 13,000 Rupiah). Credit cards are accepted at major hotels.

Transportation

Transport will be provided free of charge from the airport to the hotels and from the hotels to the venue of the Forum. You are kindly requested to notify the host country early in advance of any changes in your flight schedule.

Accommodation

Participants are advised to make their own accommodation bookings well in advance, **preferably before 25 March 2015**. Appendix A contains a list of recommended hotels in Jakarta, Indonesia where special rates have been negotiated with some of them. When booking, you must provide details of your credit card for guarantee (type and No., name, expiry date). Bookings shall be made by faxing the Hotel Reservation Form contained in Appendix B to the local coordinator for the Forum. A view of the area in the vicinity of the conference site is contained in Appendix C.

Local climate in late April

Climate data in late April in Jakarta, Indonesia are listed below:

Mean temperature:	28 °C
Mean maximum temperature:	32 °C
Mean minimum temperature:	24 °C
Mean precipitation	141 mm
Humidity	82 %
Mean duration (%) of sunshine	72 %

Further information

For any further information, please contact the WMO Secretariat or the Local Coordinator at the following address:

WMO Focal Point

Mr Ryuji Yamada
Programme Manager, Regional Office for Asia and the South-West Pacific
World Meteorological Organization
7 bis, avenue de la Paix
Case Postale 2300, CH-1211 Genève 2
Switzerland

Telephone: +41 22 730 8309
Fax: +41 22 730 8118
Email: ryamada@wmo.int

Local Coordinator

Ms Asteria Satyaning Handayani
Researcher, Research and Development Centre
The Indonesia Agency for Meteorology, Climatology and Geophysics (BMKG)
Jl. Kemayoran I No 2, Jakarta Pusat, 10720
Republic of Indonesia

Telephone: +62 21 4246321 ext. 1221, (+62 21) 2937887

Fax: +62 21 65866238

E-mail: tya.lazuardi@gmail.com, asteria.handayani@bmkg.go.id

APPENDIX A

LIST OF RECOMMENDED HOTELS

ACCOMMODATION IN JAKARTA	ADDRESS, E-MAIL, TELEPHONE AND FAX NUMBERS FOR RESERVATION	RATE OF THE ROOM/NIGHT		
Mercure Convention Centre Ancol	Jl. Pantai Indah Taman Impian Jaya Ancol 14430 Jakarta Indonesia Tel: +6221 6406000, 6406123 Website: http://www.mercure.com (WMO special rate)	Superior King Room IDR 700,000,- (≈ 54 US\$)*	Superior King Room IDR 800,000,- (≈ 62 US\$)**	Grand Deluxe Room IDR 850,000,- (≈ 115 US\$)**
Swiss-Belhotel Mangga Besar	Jalan Kartini Raya No.57 10750 Jakarta Pusat, Indonesia Tel: +6221, 6393 888 Website: http://www.swiss-belhotel.com/en/Indonesia/Jakarta/jakarta#hotel+information (BMKG special rate)	Deluxe IDR 725,000,- (≈ 56 US\$)	Superior Deluxe IDR 775,000,- (≈ 60 US\$)	Presidential Suite IDR 2,100,000,- (≈ 161 US\$)
Best Western Grand Palace Kemayoran	Jalan Benyamin Suaeb Blok A5 Kemayoran Central Jakarta, 10630, Indonesia Tel: +6221, 6585 3888 Website: http://www.bwgrandpalace.com (BMKG special rate)	Superior IDR 650,000,- (≈ 50 US\$)	Deluxe Room IDR 750,000,- (≈ 58 US\$)	Super Deluxe Room IDR 800,000,- (≈ 62 US\$)
Hotel Borobudur, Jakarta Pusat	Jalan Lapangan Banteng Selatan, P.O.Box 1329 Jakarta Pusat 10710, Indonesia Tel : (62-21) 380 5555, 383 5000 Fax : (62-21) 380 9595 Email : welcome@hotelborobudur.com For more details please use the following website http://hotelborobudur.com	Superior IDR 1,100,000,- (≈ 85 US\$)	Premier deluxe IDR 1,200,000,- (≈ 92 US\$)	Executive IDR 1,400,000,- (≈ 108 US\$)

Note: These rates include taxes, breakfast, and free wifi access.

* Room only

** Room and Breakfast for 1 person

APPENDIX B
HOTEL RESERVATION FORM

Participants attending the Regional Form on Meteorological Services for Aviation Safety in Southeast Asia are welcome to make their hotel reservation directly with the hotel by fax or mail, or return the form no later than **25 March 2015** to:

Ms Asteria Satyaning Handayani
Jl. Kemayoran I No 2,
Jakarta Pusat, 10720
Indonesia

E-mail: tya.lazuardi@gmail.com, asteria.handayani@bmgk.go.id
Tel.: (+62 21) 4246321 ext. 1221, (+62 21) 2937887
Fax: (+62 21) 65866238

Name _____

Country _____

Address _____

Tel. No. _____

E-mail _____

	<i>Flight No.</i>	<i>Date</i>	<i>Time</i>
Arrival	_____	_____	_____

Departure	_____	_____	_____
-----------	-------	-------	-------

Please reserve

Name of hotel: _____

Please specify one of the recommended hotels

Standard/Superior/Deluxe/Suite: Single () Twin ()

Check-in date _____

Check-out date _____

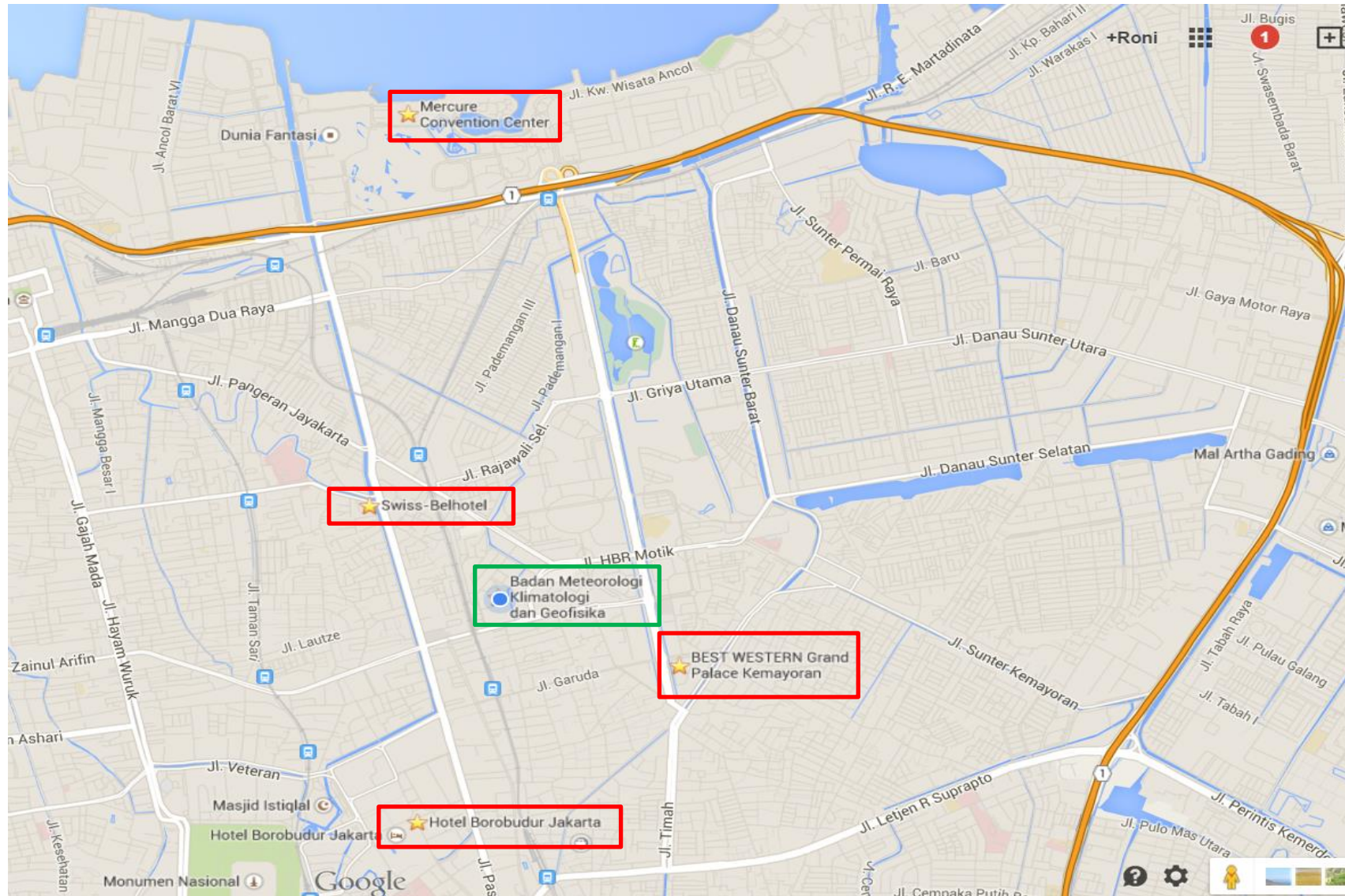
Credit card details for guarantee:

Type _____ Number _____

Name _____ Expiry Date _____

Date _____ Signature _____

APPENDIX C
HOTELS and BMKG



HOTEL

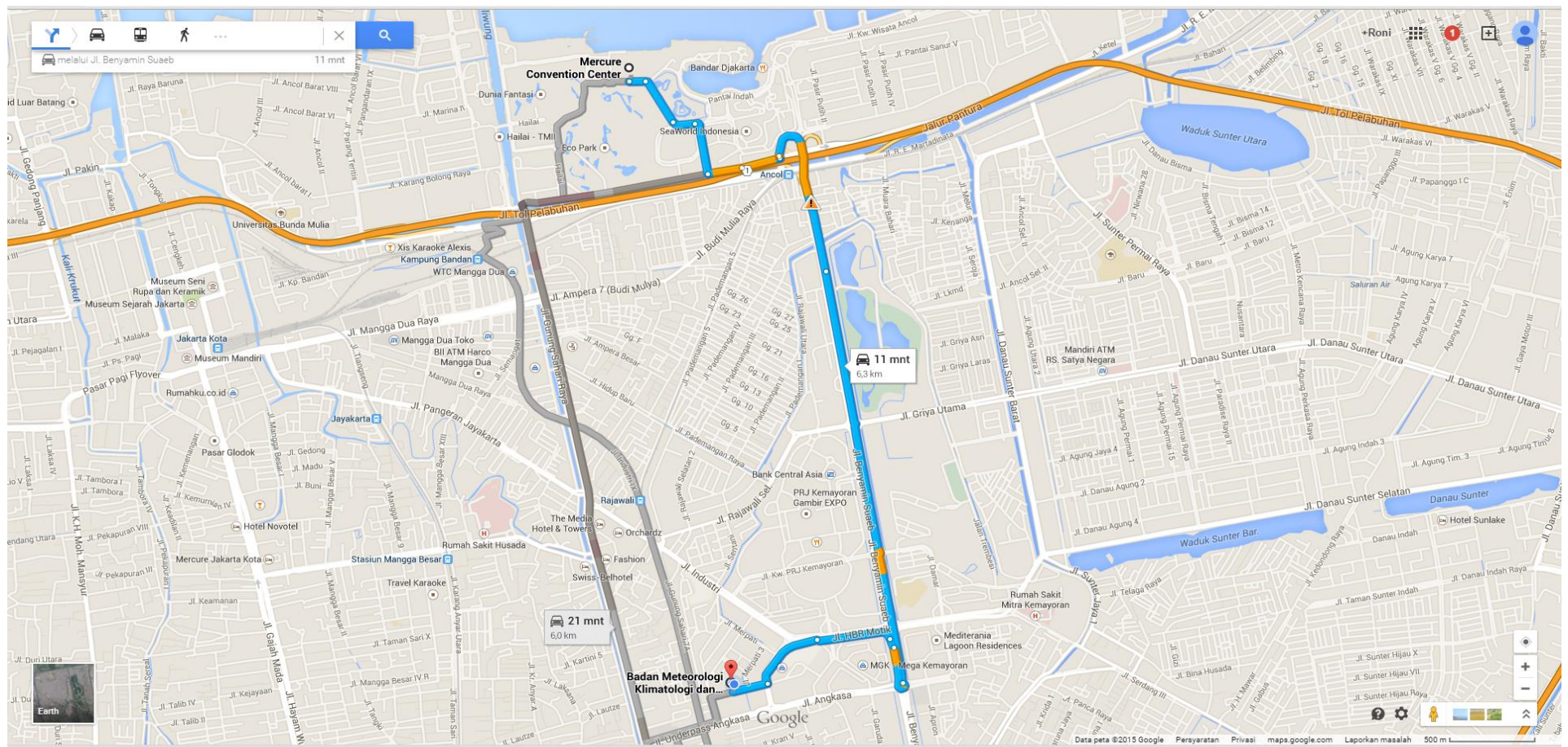
MERCURE CONVENTION CENTRE ANCOL

(Hotel is located about 6.3 km from the event venue)

Jl. Pantai Indah, Taman Impian Jaya Ancol, 14430 Jakarta Indonesia

Tel: +6221 6406000, 6406123

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



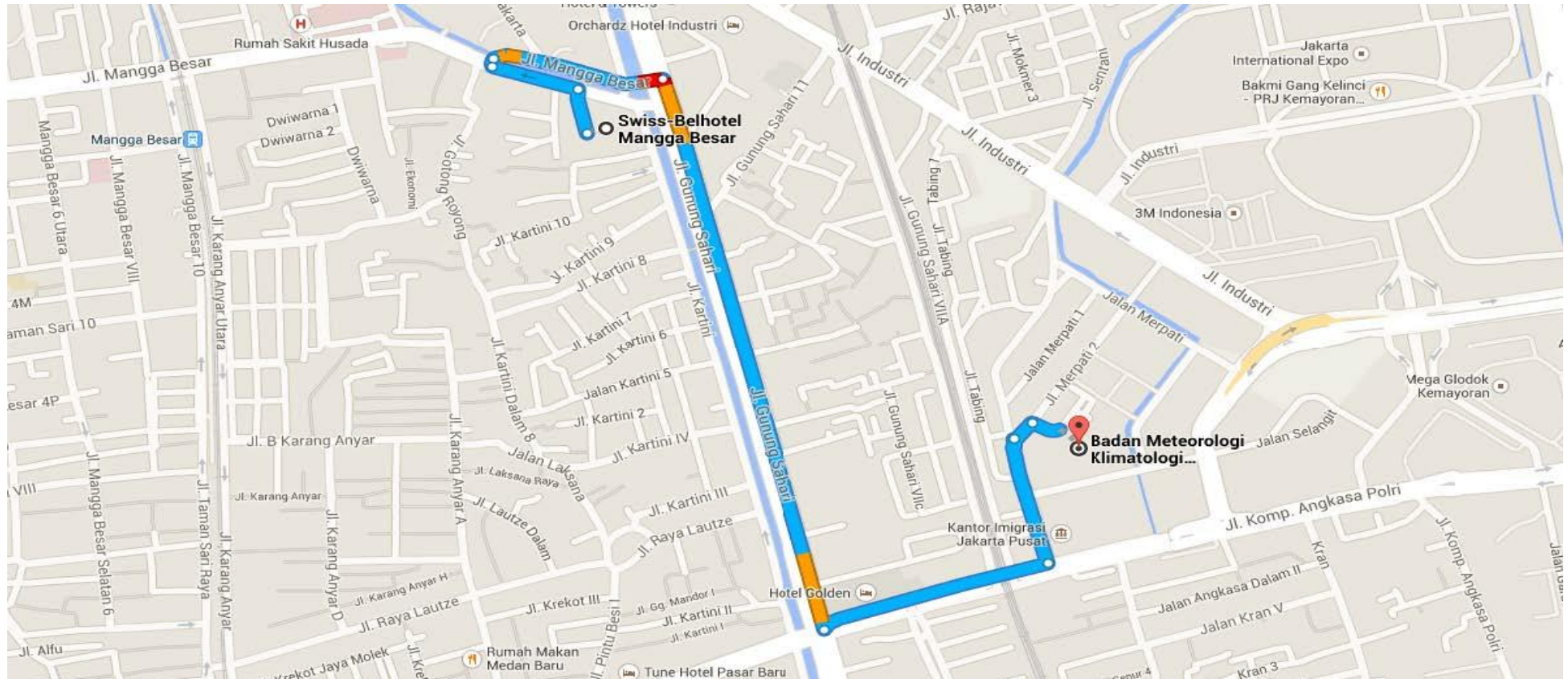
SWISS-BELHOTEL, MANGGA BESAR

(Hotel is located about 2.6 km from the event venue)

Jl. Kartini Raya No. 57, Jakarta Utara, 1070, Indonesia

Tel : +(62-21) 6393 888 | Fax : +(62-21) 65 95 888

For more details please use the following website <http://www.swiss-belhotel.com/>

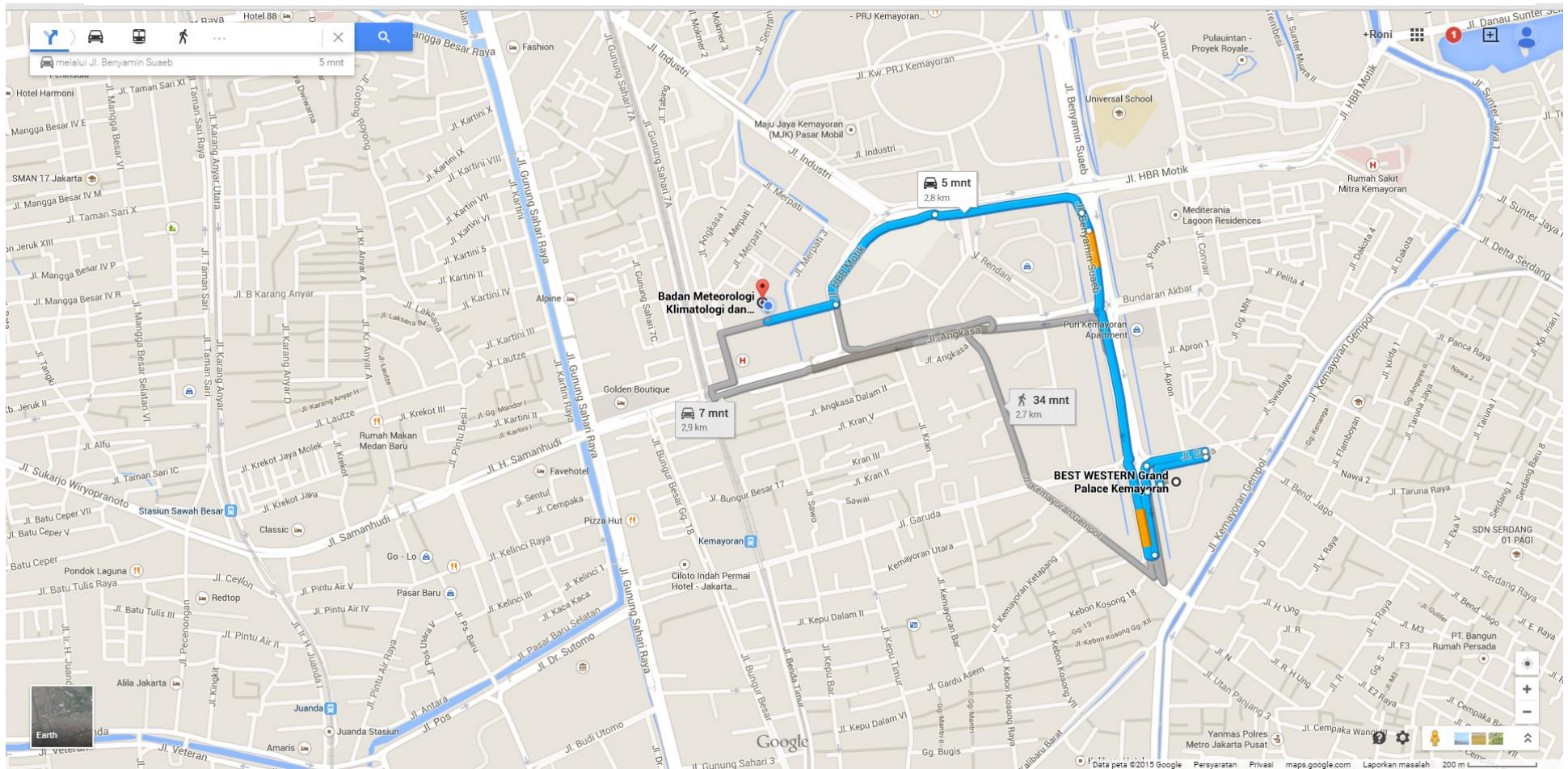


BEST WESTERN GRAND PALACE, KEMAYORAN

(Hotel is located about 2.8 km from the event venue)

Jalan Benyamin Suaeb Blok A5 Kemayoran, Central Jakarta, 10630, Indonesia

Tel: +6221, 6585 3888, Website: <http://www.bwgrandpalace.com>



HOTEL BOROBUDUR JAKARTA

(Hotel is located about 2.7 km from the event venue)

Jalan Lapangan Banteng Selatan, P.O.Box 1329 | Jakarta Pusat 10710, Indonesia

Tel : (62-21) 380 5555, 383 5000 | Fax : (62-21) 380 9595

Email : welcome@hotelborobudur.com

For more details please use the following website <http://hotelborobudur.com>

