



**HOUSE OF REPRESENTATIVES OF THE REPUBLIC OF INDONESIA
PARLIAMENTARY UNION OF OIC MEMBER STATES**



**PARLIAMENTARY EVENT ON INTERFAITH DIALOG
21 – 24 NOVEMBER, 2012, BALI- INDONESIA**

GENERAL INFORMATION

1. Date and Venue

The Parliamentary Event on Interfaith Dialog will be held from 21-24 November 2012 at the Grand Hyatt Hotel, Nusa Dua, Bali.

The Opening Ceremony will be held at Karang Asem Ballroom, Grand Hyatt Hotel on 22 November 2012.

Accommodation and all meetings/events will be held at Grand Hyatt Hotel, unless otherwise stated.

Hotel information:

Address : P.O. Box 53, Nusa Dua, Bali
Tel : +62 361 77 1234
Fax : +62 361 77 2038
E-mail : bali.grand@hyatt.com
Website : www.bali.grand.hyatt.com

2. Registration

Delegates are kindly requested to register themselves electronically through the e-mail: biro_ksap@dpr.go.id not later than 19 October 2012.

3. Language

English is the working language of the meeting. Delegates are recommended to arrange interpreters, if necessary. Delegations who have requested for simultaneous interpretation facilities are responsible for their own interpreters. The host parliament will provide interpreters for English and Arabic. Three additional interpretation booths will be provided upon request on the first come first served basis.

4. Identification badge

Delegates, Accompanying persons, Secretariat Personnel and Organizers of the meeting will be provided with the identification badges and are requested to wear

throughout the meeting period for purpose of security. Colours of the identification badges are coded as follows:

a) Member of Delegation (Parliament Member)	Blue
b) Observer Delegation	Brown
c) Delegation Secretariat/Advisor of Delegation	Green
d) Accompanying persons	Pink
e) Conference Secretariat	Orange
f) Diplomatic Corps/Embassy Staff	Grey
g) Liaison officers	Yellow
h) Security	Red
i) Media	Light Brown
j) Guests	White

5. Passport and Visa

All delegates and accompanying individuals must carry a valid passport when entering Indonesia. If a visa is required for your entry into Indonesia, please inquire at the Indonesian embassy or consulate in your country.

Visas may be issued on arrival in Indonesia only in cases where they cannot be obtained beforehand, or for delegates from countries in which Indonesia has no diplomatic or consular representation. For this purpose, delegates are requested to send a copy of a valid passport and photograph to the local authorities or to Host Secretariat two weeks before departure. The cost of Visa will be covered by the host parliament.

In order to facilitate the immigration formalities, delegates are also advised to bring two pieces of 4 x 6 centimetre size colour photographs on arrival. The passport will be assumed valid if it has six months before expiry date.

6. Luggage

Luggage tags are sent to the invited parliament/countries in advance. Names and countries should be printed onto the tags to facilitate the identification and customs clearance at the airport.

7. Liaison Officers

A Liaison Officer will be assigned to each delegation. The host secretariat will let you know his/her name and contact information later.

8. Arrival and Departure

Delegates are requested to immediately inform the Conference Secretariat of any changes in their flight schedules at least 6 hours' notice before the scheduled departures, if possible. This will facilitate the expeditious arrangement of local transportation to the airport.

All delegates will be welcomed at the Ngurah Rai International Airport in Denpasar Bali. In order to facilitate the work of the welcoming service, delegates are requested to communicate the exact date and time of arrival and departure, as well as flight

numbers. An arrival and departure form is enclosed for that purpose; **it should be completed and returned to the host Secretariat by 1 November 2012 at the latest.**

All changes of the flight schedules should be communicated in advance to the Host Secretariat. The welcoming service will operate from 21 November 2012 at the Ngurah Rai International Airport, Denpasar, Bali and will assist participants with arrival formalities and transportation to the hotel.

Participants are also requested to inform the secretariat at least 24 hours in advance of their departure's schedule. This will facilitate the expeditious arrangement of local transportation to the Ngurah Rai International Airport. According to the national regulations, any person at their international departure will pay Rp 150.000,- (one hundred and fifty thousand rupiahs) and Rp 40.000,- for domestic departure for airport tax. The airport tax shall be at the delegate's own expense.

9. Climate

During November 2012, the average temperature in Bali is between 26 and 32 °C.

10. Insurance

Participants are responsible for their own insurance against all risks.

11. Contact Details

Any matters pertaining to the Parliamentary Event on Interfaith Dialog may be referred to the Indonesian House of Representatives as follows:

Secretariat General of the Indonesian House of Representatives,
Jalan Jend. Gatot Subroto
Jakarta 10270
Indonesia

Tel: +6221 5715 842, 835, 837

Fax: +6221 573 2132

E-mail: biro_ksap@dpr.go.id

Hospitality

1. Accommodation

The accommodation cost will be covered by the Host Parliament at the Grand Hyatt Hotel from 21 to 24 November 2012 (3 nights). The host parliament will only cover 2 (two) rooms for each delegation, as stated in the invitation letter.

2. Transportation

Transportation for Delegation from Airport to the Grand Hyatt Hotel and vice-versa will be provided.

Coaches will be provided for the delegation and accompanying persons for official function as specified in the program.

3. Meals and receptions

Meals (excluding alcoholic beverages) will be provided for Delegation at venues specified in the program. Delegation wishing to make other meal arrangements will meet the cost themselves.

All officially-hosted Delegation are cordially invited to the receptions and events indicated in the program.

4. Social event

The programme of official events and the programme for accompanying persons will be included in the Conference Handbook, which delegates will receive upon their registration. It is not necessary for individual delegates to convey acceptance of invitation to official functions during the Conference, as these will be deemed to have accepted collectively on their behalf.

5. Additional Expenses

Any arrangements made by Delegation for accommodation and meals other than those specified above and charges for room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) and laundry expenses, will be at the Delegation's own account.

Delegates are encouraged to check the status of their personal accounts at the hotel cashier and settle them before departure.

Conference Facilities

1. Conference Secretariat

The Conference Secretariat is located at Badung Room, Grand Hyatt Hotel and will be open from 21 November to 23 November 2012, from 08.00 hrs to 18.00 hrs.

2. Registration and Information Desk

Delegates are kindly requested to register themselves at the Registration and Information Desk which will be in operation from 21 November to 23 November 2012 from 08.00 hrs to 18.00 hrs, at the hotel lobby. Identification badges and conference bags containing the relevant conference documents will be distributed upon registration.

3. Secretariat Services

Typing and photocopying services will be available at the Conference Secretariat.

4. Mail and Facsimile Services

Mail and fax services are obtainable from the hotel's Business Centre. Use of such services will be at the Delegate's own expense.

5. Internet Services

Internet facilities for Delegates are available at designated locations. Internet connections made through hotel rooms will be at the Delegate's own expense.

6. First Aid Service

During the Conference, the first aid facilities will be provided at the premises of the Secretariat room, at Grand Hyatt Hotel. In case of emergency, individuals will be taken to a hospital in the neighbourhood to receive emergency medical treatment. Medical facilities costs and prescriptions will be at the individual's own expense. Participants are advised to take out adequate insurance.

Leisure

Welcome to Bali Collection! Your Best Shopping, Dinning & Entertainment Experience in Bali. With 8 hectare prestigious area, Bali Collection is the largest, finest and luxurious shopping mall in Nusa Dua, located in an exclusive tourism area and surrounded by 5 stars hotel and resorts in relaxing enclave. We are unique as it preserves as natural environment with a nod to Balinese style. Open space ambiance. Contemporary combine with traditional, a complete lifestyle experience. There is a special service to all guest in the Nusa Dua and Tanjung Benoa hotels for a free shuttle bus, just ask your concierge to arrange for you

=====