



The 4th Speaker's Consultation of MIKTA

**15-17 September 2018
Ubud – Bali
INDONESIA**

GENERAL INFORMATION

SECTION I MEETING INFORMATION

1. Date of the Meeting

The 4th Speaker's Consultation of MIKTA will be held on **Saturday, 15 September 2018 to Monday, 17 September 2018**, in Ubud, Bali.

2. Registration

The Delegations are kindly requested to send the list of delegates to the host parliament. In case of changes, an updated list of delegation members has to be immediately provided. The deadline for submitting lists and filled in registration form is **2 September 2018** to the following addresses:

The House of Representatives of the Republic of Indonesia

Address: Jl. Jend. Gatot Subroto, Senayan, Jakarta 10270 - Indonesia

Tel. +6221-5715 813 / 835/837

Fax. +6221-5732130

Email. biro_ksap@dpr.go.id

3. Official Language

The official language of the meeting and its working language is English. The Host Parliament will also provide booths of Simultaneous Interpreting System (SIS) for Indonesia, Korea, Turkey and Spanish. Delegations who will use simultaneous interpretation facilities are responsible for their own interpreters.

4. Documents

All official documents shall be in English and will be distributed on the table in the meeting room. Any delegate who wishes to distribute documents in the meeting is advised to have a prior consultation with the Host Secretariat.

5. Liaison Officers

Liaison Officers will assist Head of Delegates on administrative and technical issues.

6. Identification Badges and Security

Identification Badges will be provided by the Host Secretariat and distributed upon registration. For security purposes, all participants will be requested to wear their identification badges throughout the meeting and official function specified in the Working Program.

7. Arrival and Departure

The participants are kindly requested to indicate on the Registration Form the flight itinerary to enable the Host Secretariat to arrange the transportation for the delegates' arrival and departure. Any changes of the flight schedules should immediately be communicated in advance to the Host Secretariat, to avoid inconvenience. The arrival service will operate from 14 until 15 September 2018 and departure service will operate from 17 until 18 September 2018 at the I Gusti Ngurah Rai Airport Bali, Indonesia. Delegations will be officially

welcomed at VIP Room of Soekarno Hatta Airport and VIP Room of I Gusti Ngurah Rai Airport Bali.

8. Currency Exchange

There is no restriction on currency exchange. Although Indonesian banks and money changers deal in almost all currencies, it is advisable to bring notes or traveler's cheques in the major currencies. **The exchange rate in September 2018 is approximately Rp. 14,900 per US\$ 1.** All major credit cards (Visa, Master Card, American Express, Diners) are widely accepted.

9. Electricity

Electrical power in Indonesia is at 220-230 volts (50 hertz). Plugs are of the European two-pronged variety.

10. Telephone Service

Telephone services are available in hotels, restaurants, and cafes. Pre-paid mobile telephone cards are available at hotels and local cellular shop.

Dialing is as follows:

- Local calls: dial the number directly;
- Long-distance calls within Indonesia: dial the area code (for Bali - 0361) + the number;
- International calls: dial the International direct dial access (001 or 008) + country code + area code + number.

To call Indonesia from abroad, dial the International direct dial access + country code (62) + area code (for Bali - 361) + number. When calling from abroad, the 0 prefix of the area code should not be dialed.

SECTION II HOSPITALITY

1. Hotel and Accommodation

Hotel for the 4th Speaker's Consultation of MIKTA is Padma Ubud Hotel Bali, Indonesia, with the details:

Address : Anjar Carik, Desa Puhu Payangan, Ubud – Bali

Phone : +62 361 752 111

Email : reservation.ubud@padmahotels.com; yunaz.muhammad@padmahotels.com

The House of Representatives of the Republic of Indonesia will cover the cost of accommodation and meals for the delegates from Friday, 14 September 2018 until Tuesday, 18 September 2018 noon (4 nights), as follows:

- 1 (one) suite room for Speaker/Presiding Officer of Parliament and 3 (three) standard rooms for each member countries.
- Delegates will be personally responsible for the cost of accommodation of additional delegates and food other than meals specified in the program.
- Delegates who check-in earlier before 14 September 2018 and check-out late afternoon of 18 September 2018 shall be at their own expenses.
- Delegates wishing to upgrade their hotel's rooms are kindly advised to inform the Host Secretariat in advance. Any additional charges such as room service, alcoholic beverages, mini-bar items, laundry, telephone calls (local or overseas) will be also at the delegates' own expenses.
- The additional cost charged for that purpose will be at the delegate's own expenses and the reservation should be guaranteed by credit card and or deposit amounting to US \$ 200.00, at the time of check-in. Any charges to the hotel should be paid in Indonesian Currency (IDR).

Hotel's terms:

Any delegate who cannot check-in on the arrival date given (no show) will be charged 1 (one) night of the room rate. Late check-out after 2 p.m. will be charged 50 % of the room rate and late check-out after 6 p.m. will be charged 1 (one) night of the room rate. Additional delegates can directly communicate/reserve to the hotel.

Room Rate (plus tax, with breakfast)

Premier Room : USD 220 net/night

Premier Deluxe Room : USD 250 net/night

Premier Club Room : USD 280 net/night

2. Transportation

Host Parliament will provide one (1) VIP car assigned for the Speaker/Deputy Speaker. Local transportation will be provided by the Host Parliament for the arrival of delegates on 14 September 2018, for the departure of delegates on 18 September 2018, and for all official functions during the meeting.

All changes of the departure schedules should immediately be communicated to the Host Secretariat. Delegates are responsible for administrative airline regulations and financial aspects caused by the charges of the flights schedule, as well as their transportation other than events specified in the working program.

3. Meals and Functions

Meals will be provided for delegates at venues specified in the Working Program. Delegates wishing to make other meal arrangements will meet the cost themselves. All participants are cordially invited to the official functions indicated in the Working Program.

4. Medical Service

First aid services will be provided in the hotel. Other medical care will be at the expense of the participants. The delegates are personally responsible for any personal insurance against risks.

5. Climate and Weather

Indonesia has a tropical climate with high humidity. The average temperature is 24 - 31° Celsius or 75 - 87° Fahrenheit

6. Other Matters

Shall there be other notes such as dietary restrictions, accessibility, please kindly inform the Host Secretariat.

7. Other Program

SPOUSE PROGRAM (16 SEPTEMBER 2018)

Dress code: Smart Casual

TIME	ACTIVITY
08.30	Depart from Padma Ubud Hotel Visit Bali Classic Center Ubud: <ul style="list-style-type: none">- Dance Performance- Art & Culture Village tour Proceed To: <ul style="list-style-type: none">- UC Silver Workshop & Gallery- Batik Center- Gus Marka Wood- Carving Gallery
12.00	Lunch at Bebek Bengil Restaurant
13.30	<ul style="list-style-type: none">- Photo Stop at Tegal Alang Rice Terrace- Visit Antonio Blanco Museum- Return to Hotel
15.30	Arrive at Padma Ubud Hotel

CULTURAL TRIP (17 SEPTEMBER 2018)***Dress Code: Smart Casual***

TIME	ACTIVITY
08.30	Depart from Padma Ubud
09.15	Visit to: <ul style="list-style-type: none">- Batu Bulan Village To see The Legendary Barong & Kris Trance Dance performance- Penglipuran Village & Bambbo Woods Famous For Architectural Balinese Housing Compound
13.30	Delegation Lunch at Lake View Resturant With Panoramic Volcano View of Mount Batur At Kintamani
14.30	Return to Hotel
15.30	Arrive at Padma Ubud Hotel