



## **GENERAL NOTICE TO ALL DELEGATES OF THE 19<sup>th</sup> PUIC SESSION**

Dear Delegates,

We are pleased to welcome you to the 19<sup>th</sup> Session of the Parliamentary Union of the OIC Member States (PUIC) Conference. To ensure a smooth and enjoyable experience for all participants, please kindly take note of the following important information:

### **1. Reusable Water Bottles**

Each delegate will receive a reusable water bottle in their conference kit. Kindly ensure to bring it with you daily throughout the duration of the session. Please note that bottled water will not be provided during the conference as part of our sustainability efforts.

### **2. Health Screening Form**

All delegates are required to complete the Health Screening Form via the following link: <https://forms.gle/TiupGG6TVCh3KriV9>. Please ensure this is submitted ahead of your arrival so that our medical team can be informed of any allergies or health conditions requiring special attention.

### **3. Dietary Restrictions**

Should you have any dietary restrictions, please inform your liaison officer once their contact information is shared with you. This will help us ensure your meal preferences are considered appropriately.

### **4. Photo Documentation Access**

A dedicated cloud account will be made available to all delegates, providing access to official photographs captured throughout the session. Please check this platform regularly once the conference begins.

### **5. Gala Dinner Arrangements**

A Gala Dinner will be held on the evening of 14 May 2025, exclusively for the head of delegation and one accompanying person. All other delegates will receive their meals in pre-packed containers for convenience and flexibility.

### **6. Site Visit and Dinner on 11 May 2025**

On 11 May, all delegates are invited to a site visit to the National Museum. Delegates will be picked up from their respective hotels at 4:30 PM. The museum tour will be divided into parts to explore three exhibition areas. The visit will conclude with a dinner hosted by the Minister of Culture, open to all delegates. An RSVP to join the program is expected from all attending delegates to facilitate appropriate seating arrangements for the VIP dinner at

the National Museum. Please contact your liaison officer to coordinate your participation at the program.

**7. Bilateral Meeting Scheduling (12–15 May)**

Delegates who wish to schedule bilateral meetings during the session may do so between 12–15 May by sending a request to: [puic2025@dpr.go.id](mailto:puic2025@dpr.go.id). There will be 2 (two) rooms available. Upon submission, you will receive a list of available conference rooms to choose from. Please note that each bilateral meeting slot is limited to 30 minutes.

**8. Courtesy Call**

Delegates who wish to pay a courtesy call on the Speaker of the Indonesian House of Representatives, H.E. Dr. (H.C.) Puan Maharani, are kindly informed that this opportunity is available on:

- a. Monday, 13 May 2025 (All Day)
- b. Wednesday, 15 May 2025 (Morning Only)

To schedule an appointment, please register in advance with the Secretariat's point of contact: Mr. Muiz by Phone/WhatsApp: +6281285972158.

- 9.** For Car Sticker requests, please kindly submit your request via our official email at [puic2025@dpr.go.id](mailto:puic2025@dpr.go.id)
- 10.** A print-ready luggage tag template is available for your use and may be printed in quantities matching the number of delegates in your delegation. Kindly ensure that each piece of luggage is tagged accordingly to facilitate smooth identification and handling by the airport support team.

Additional logistical details, including transportation and schedule, will be provided in due course through our website at <https://ksap.dpr.go.id/puic2025/index>. We thank you for your cooperation and look forward to an engaging and successful PUIC session.

Warm regards,

PUIC 2025 Organizing Committee

# Luggage Tag



The luggage tag template features a dark background with a repeating geometric pattern. At the top, there are two circular logos: the DPR-RI emblem on the left and the PUIC emblem on the right. Below the logos, the text "19<sup>th</sup> SESSION OF THE PUIC CONFERENCE" is prominently displayed in red and white. Underneath, "PUIC SILVER JUBILEE - JAKARTA 2025" is written in white. A large, light-colored, stylized calligraphic emblem is centered in the background of the white form area. The form contains five horizontal lines for text entry, each preceded by a label: "NAME", "TRAVEL FROM", "PHONE", "EMAIL", and "HOTEL". A pair of scissors icon is positioned at the bottom left of the tag, indicating where to cut.

NAME

TRAVEL FROM

PHONE

EMAIL

HOTEL