



## **ADMINISTRATIVE CIRCULAR**

### **ASEM FORUM ON STRENGTHENING COOPERATION IN ICT RESEARCH & DEVELOPMENT**

***"Promoting ICT Research for Development"***

**20 - 21 July 2010  
Bandung, Indonesia**

## **BACKGROUND**

As a follow-up to the fifth ASEM Summit in Vietnam (2004), the sixth ASEM Summit in Helsinki (2006) and the ASEM Workshop in Empowering Local Community in the Use of ICT in Yogyakarta (October 2009), Indonesia will host the ASEM Forum Strengthening Cooperation ICT Research & Development on Strengthening Cooperation in ICT Research & Development in Bandung, Indonesia, July 2010. The forum is aimed to enhance cooperation on ICT Research & Development through multifarious research collaboration, researcher exchange program, joint research centre, researcher training course, establishment of linkages among ICT research institutions of ASEM member countries, and other mutual cooperation.

## **DATE AND VENUE**

ASEM Forum on ICT Research & Development will be held on **July 20-21, 2010** in Bandung, Indonesia. The forum will be conducted at:

**Golden Flower Hotel Bandung, Jl. Asia Afrika No. 15-17, Bandung.**

Details of the building are as follows:

### **Golden Flower Hotel Bandung**

Jl. Asia Afrika No. 15-17 Bandung

West Java 40111 – Indonesia

Phone : +62 22 423 9999

Fax : +62 22 420 9889

Email : admin@golden-flower.co.id

## **CONFERENCE FACILITIES AND REGISTRATION**

### **SITE OFFICE OF THE SECRETARIAT**

On-site ASEM Forum on ICT Research & Development Secretariat will be operated from 19 to 22 July 2010.

### **COMMON DELEGATION ROOM**

A common delegation room equipped with **computers** and internet access will be operated from 20 July 2010 through 21 July 2010, open from 08.00am to 07.30pm local time. The common delegation room will also include printer and photocopy machine for common use.

### **WORKING LANGUAGE**

The working language of the forum will be English.

### **REGISTRATION**

All delegates are kindly requested to send the completed registration form (attached as **Annex A**) by **June 30, 2010** .

## **VISA ARRANGEMENTS AND ENTRY FORMALITIES REQUIREMENTS**

All delegates must have a valid passport with the appropriate entry visa to enter Indonesia.

Passport holders from the following countries do not require a visa and will be given a stay permit for the maximum duration of 30 days: Brunei, Malaysia, the Philippines, Singapore, Thailand, and Vietnam.

Diplomatic and Service Passport holders from the following countries do not require a visa and will be given a stay permit for the maximum duration of 14 days: Cambodia, China, Korea, Laos, Mongolia, Myanmar, and Vietnam.

Visa-on-Arrival for the length of stay of maximum 30 days will be issued to passport holders from the following countries: Austria, Belgium, Bulgaria, Cambodia, China, Czech Republic, Cyprus, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, India, Ireland, Italy, Japan, Laos, Latvia, Lithuania, Luxembourg, Malta, Poland, Portugal, Romania, Slovakia, Slovenia, South Korea, Spain, Sweden, The Netherlands, and United Kingdom. (In accordance to Indonesia's National Legislation, all delegates applying for Visa on Arrival will be charged a visa fee of \$25)

Passport holders from countries not stated above are required to apply for a visa at the Indonesia Embassy/Consulate General/Consulate abroad.

## **HOSPITALITIES**

As a courtesy, the host country will provide the following facilities to all delegates:

1. A maximum of 2 (two) nights stay (20-21 July 2010) at *Golden Flower Hotel Bandung* for each Head of Delegation and Speaker/Resource Person including daily breakfast. (The accommodation of other delegates or any other additional charges, such as IDD calls, incidentals such as meals, beverages, laundry, room services will not be covered by the host)
2. Special courtesy welcome and farewell dinner with traditional art performance as indicated in the tentative program.
3. City tour and visit to *Saung Mang Udjo* Traditional Angklung Gallery.
4. Transfer from/to the Soekarno-Hatta International Airport to Bandung.

## **HOTEL ACCOMMODATION**

For convenience, **Golden Flower Hotel** is recommended for delegates. Alternatively, delegates may make individual reservations at a hotel of their own choice.

*Front view of Golden Flower Hotel*



*Twin-Bed Superior Bed Room*



### **Standard Room (Single or Twin)**

This special rate is including breakfast, service charge and VAT.

- One person per room                      USD 98.00

- Two persons per room USD 125.00

## **HOTEL PAYMENT**

Before departure, delegates are required to settle directly to the hotel all outstanding hotel bills, including additional room charges and other expenses attached to the room they stay in, telephone calls, mini bar, room service and other incidental charges.

## **ALTERNATIVE ACCOMODATION**

Delegates may also choose hotels within the vicinity of the meeting venue. The following is list of hotels located nearby Museum Asia-African Conference:

- Savoy Homan Hotel \*\*\*\*  
Jl. Asia Afrika No. 112 Bandung 40261  
e-mail [savoy@bdg.centrin.net.id](mailto:savoy@bdg.centrin.net.id) website <http://www.savoyhomann-hotel.com>
- Grand Preanger Hotel \*\*\*\*\*  
Jl. Asia Afrika No. 116 Cibeunying, Bandung 40111  
e-mail [info@preanger.aerowisata.com](mailto:info@preanger.aerowisata.com) website [www.preanger.aerowisata.com](http://www.preanger.aerowisata.com)
- Aston Hotel Bandung & Residence \*\*\*\*  
Jl. Braga No. 99 - 101 Cibeunying, Bandung - 40111  
e-mail [info@astonbandung.com](mailto:info@astonbandung.com) website [www.astonbandung.com](http://www.astonbandung.com)

## **TRANSPORTATION**

Indonesia local host will provide bus service between Soekarno-Hatta Airport and Golden Flower Hotel. It will take approximately 3 hours from Jakarta to Bandung. Local staff will meet all participants outside of baggage claim of the airport to the waiting room. We arrange bus departure into groups and kindly adjust your flight schedule for your most convenience.

*Group I : Flights Arrival at 8.00 – 11.00 local time*

*Group II : Flights Arrival at 11.00 – 14.00 local time*

*Group III : Flights Arrival at 14.00 – 17.00 local time*

Delegates shall be responsible for their own transportation in Indonesia except those indicated in HOSPITALITIES. Transportation is widely available. Taxis and rented cars operate from major hotels and airport. Rates vary depending on the destination. It is advised to use only registered taxis. Car rent is available and can be arranged through the hotel's concierge.

## **GENERAL INFORMATION**

### **ABOUT BANDUNG**

Bandung is the capital of West Java province in Indonesia, the country's 3<sup>rd</sup> largest city, and 2<sup>nd</sup> largest metropolitan area. Known in colonial times as the **Paris van Java** because of its European ambience and sophistication, Bandung shares with Miami a fine legacy of Tropical Deco architecture dating from the 1920's. Host to the historic Asia Africa Conference in 1955, Bandung is now a centre of higher education, commerce, and aircraft industry which despite its modern amenities still retains much of its colonial era charm. Located 768m above sea level, Bandung has relatively year-around cooler temperature than most other Indonesian cities. Bandung is a very lively city and a shopper's delight and has a lot of tourist attractions contain cultural and art value.

## **CLOTHING**

Please note that the dress code for the meeting is business attire and smart casual for dinner.

## **LIABILITY**

The Organizing Committee shall not be liable for personal accidents and losses, or damage to personal property of the registered delegates in the event. Delegates should make their own arrangements with respect to personal insurance.

## **CURRENCY AND BANKING**

The Indonesian currency is the Rupiah (IDR/RP). Indonesia uses a floating exchange rate system and the Rupiah is exchanged at the rate of approximately IDR 9,200 to USD1.00. However, payments for hotel rooms can be settled in US Dollar. Banking hours are from 08.00am to 03.00pm local time on Monday through Friday. Bank branch offices at some hotels usually stay open for longer hours while money changers are generally open until late afternoon. All major credit cards are accepted in fine hotels and major department stores.

### Bank Address:

- **Bank Mandiri**  
Jl. Asia Afrika No. 107 & 118-120 Bandung T: +62-22 420 7026, 420 3461, 433 6693
- **Bank Rakyat Indonesia (BRI)**  
Jl. Asia Afrika No. 57-59 Bandung T: +62-22 420 0356, 420 7977
- **Bank Pembangunan Daerah Jawa Barat (Bank Jabar)**  
Jl. Braga No. 12 Bandung 40111 T: +62-22 4233 6553
- **Bank Central Asia (BCA)**  
Jl. Asia Afrika No. 122-124 Bandung T: +62-22 423 6303

### Money Changer Address:

- **Bank Mandiri**  
Jl. Asia Afrika No. 60-62 T: +62 22 420 7027
- **Citibank**  
Jl. Asia Afrika No. 137 T: +62-22 420 9999

### Credit Cards Representatives Office:

- **MASTER CARD** (+62-21 5790 0325)
- **VISA** (+62-21 574 7484)
- **AMERICAN EXPRESS** (+62-21 7179 0537)
- **DINERS CLUB** (+62 21 574 3333)

## **TELECOMMUNICATIONS**

Local and international dial telephones and internet connection are available at the major hotels. Payment can be made in cash. Indonesia uses both the GSM and CDMA mobile phone networks. Please check with your mobile phone service provider for roaming information.

## **MAKING PHONE CALL**

Area phone code is (+66 22 – XXXXXX)

Please consult the phone directory at your hotel to make an international call from the hotel.

## **SECURITY**

All necessary measures will be taken to ensure the safety of all delegates. Delegates are requested to wear their identification badges at all times to gain admittance to the meeting venues, meals and other functions and might be requested to pass through a security gate.

## **CLIMATE AND WEATHER**

The climate in Bandung is cooler than most Indonesian cities and can be classified as humid. The average temperature is 23 °C (74 °F) throughout the year.

## **ELECTRICITY AND WATER**

Most hotels run with 220 volt-50 hertz electricity and use round, two-pronged slim type plugs. Tap water is not potable. Most hotels provide bottled water.

## **LOCAL TIME**

Bandung time is 7 hours ahead of Greenwich Mean Time (GMT +7)

## **TOURISM**

Information on tourism can be found on the following websites:

<http://www.bandungtourism.com/> or <http://www.bandung.go.id/>

## **EMERGENCY NUMBERS**

Police 112

Fire 113

Ambulance 118

## **CONTACTS**

For further inquiries please contact:

**Secretariat of Agency of Human Resources R&D**

**Ms. Diana Sari / Ms. Argasi Susenna**

Ministry of Communication and Information Technology

Jl. Medan Merdeka Barat No. 9 Jakarta 10110

Tel/Fax : +62 21 381 0678

E-mail : [asemict-indonesia@depkominfo.go.id](mailto:asemict-indonesia@depkominfo.go.id)

**Website : [asem-indonesia.depkominfo.go.id](http://asem-indonesia.depkominfo.go.id)**

## **ASEM Desk Indonesia**

**Ms. Mariska Dhanutirto**

Ministry of Foreign Affairs

Directorate of American and European Intra-Regional Cooperation

Jl. Taman Pejambon No. 6 Jakarta 10110 – Indonesia

Phone : +62 21 381 2778

Fax : +62 21 381 3142

Email : [asem-kik@deplu.go.id](mailto:asem-kik@deplu.go.id)



**ATTENDANCE FORM**  
**ASEM Forum On Strengthening Cooperation In ICT Research & Development**  
**Bandung, Indonesia, 20-21 July 2010**

**Registration Preview**

Country Origin		
Family Name	(Mr./Mrs./Ms.)	
Given Name		
Title		
Institution		
Status	Head of Delegation <input type="checkbox"/>	Member <input type="checkbox"/>
Contact Information	Tel:	Fax:
	Email:	
Passport No.		Place /DOB
Flight Itinerary	Arrival	
	Departure	
Dietary Requirement	Vegetarian <input type="checkbox"/>	Non Vegetarian <input type="checkbox"/>
	Others (Please specify)	

**Hotel Reservation**

Check in Date: \_\_\_\_\_ Check out Date: \_\_\_\_\_  
 Standard Rooms (Single or Twin) including breakfast, service charge and VAT

(please tick one box only)

- One person per room : Indonesian Rupiah (IDR) 900,000 (USD 98.00)  
 Two person per room: Indonesian Rupiah (IDR) 1,156,000 (USD 125.00)  
 For two persons, I will share with : \_\_\_\_\_

Kindly return the completed form by fax to +62-21 3810678 or email to [asemict-indonesia@depkominfo.go.id](mailto:asemict-indonesia@depkominfo.go.id) or [asem-kik@deplu.go.id](mailto:asem-kik@deplu.go.id) **NO LATER than June 30, 2010.**