



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**SEMINAR ON WATER AERODROMES AND
SECOND MEETING OF THE AERODROMES OPERATIONS
AND PLANNING WORKING GROUP (AOP/WG/2)**

Yogyakarta, Indonesia, 2 – 5 June 2014

BULLETIN

1. Seminar and AOPWG Meeting Venue

Seminar on Water Aerodromes and Second Meeting of the Aerodromes Operations and Planning Working Group (AOP/WG/2) will be held from 2 – 5 June 2014 at:

Hyatt Regency Yogyakarta

Jalan Palagan Tentara Pelajar
Yogyakarta, Indonesia, 55581

Tel: +62 274 86 9123

Fax: +62 274 86 9588

Email: yogyakarta.regency@hyatt.com

Website: <http://yogyakarta.regency.hyatt.com>

2. Workshop and Meeting Information

All information relevant to the seminar and meeting, including the program, will be posted on the APAC website at <http://www.icao.int/apac> and updated from time to time. It is advisable that to browse through the website regularly to get the updates.

3. Workshop and Meeting Registration

The nominations for the seminar and meeting should be submitted to ICAO Regional Office no later than **16 May 2014**. Registration will commence at 1600 hours on 1 June 2014. A registration desk will be set outside the meeting hall. Participants are requested to wear the identification badge for all activities during the seminar and meeting.

4. Hotel Information

The following hotels are recommended for the purpose of your stay in Yogyakarta, Indonesia during the Seminar on Water Aerodromes and second meeting of the aerodromes operations and planning working group (AOP/WG/2) from 2 – 5 June 2014.

Delegates should arrange their hotel accommodations directly with the hotel. It is advisable to complete the hotel reservation form and send it to the hotel at least **TWO WEEKS BEFORE** the Seminar and Meeting via the following email or fax:

a. Hyatt Regency Yogyakarta (***)**

Jalan Palagan Tentara Pelajar
Yogyakarta, Indonesia, 55581

Tel: +62 274 86 9123

Fax: +62 274 86 9588

Email: yogyakarta.regency@hyatt.com

Website: <http://yogyakarta.regency.hyatt.com>

Room Rate:

- Garden View Room : IDR 918.000 nett /room/night

- Regency Club Room : IDR 1.218.000 net/room/night

b. Sahid Rich Hotel (***)**

Jl. Raya Magelang KM.6 No.18 Sleman
Yogyakarta, Indonesia

Tel: +62 274 5305888

Fax: +62 274 5305888

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

Room Rate:

- Deluxe Room : IDR 580.000 /room/night
- Pool Terrace : IDR 620.000/room/night
- Corner : IDR 1.200.000/room/night

By taxi ± 20 minutes to Hyatt Regency Hotel

c. Sheraton Mustika Yogyakarta Hotel (***)**

Jl Laksda Adisucipto KM 8.7, Yogyakarta Airport,
Yogyakarta, Indonesia 55282

Tel: +62 274 488588 Website: <http://www.starwoodhotels.com/sheraton>

Room Rate:

- Garden View : IDR 885.000/room/night
- Volcano View : IDR 950.000/room/night
- Club Room : IDR 1.095.000/room/night

By taxi ± 25 minutes to Hyatt Regency Hotel

d. Tentrem Hotel Yogyakarta (***)**

Jl. AM Sangaji No. 72 A Yogyakarta 55233

Phone: +62 274 641 5555 Fax: +62 274 641 5588

Email: info@hoteltentrem.com Website: www.hoteltentrem.com

Room Rate:

- Deluxe : IDR 1.150.000/room/night
- Deluxe Balcony : IDR 1.250.000/room/night

By taxi ± 20 minutes to Hyatt Regency Hotel

5. Transfer Service

Participants should make their own transportation arrangement upon arrival in and departure from Yogyakarta International Airport, Indonesia. Most of the hotels run their transfer service to and from airport.

6. Passport and Visa Requirements

For entry into Indonesia, all visitors must hold a passport valid for at least 6 months from the date of entry into Indonesia, have at least 2 (two) blank pages available for stamps and have round-trip airplane ticket.

There are 3 (three) types of Visa available for entering Indonesia:

• **Visa in advance;**

For any information with regard to the Indonesia visa application, please visit the Republic of Indonesia Embassy or Consulate web site at www.kemlu.go.id/pages/mission.aspx?l=id.

The DGCA Indonesia will extend support in every possible way for visa application, please inform in advance.

• **Visa on Arrival;**

This visa can be obtained directly when you arrive at Adi Sutjipto, Yogyakarta or other Indonesia international airports and seaports, regardless of the purpose of your visit (Business, Tourist, Social-Cultural).

Visa on Arrival is neither a work visa nor a visit visa. Therefore, it cannot be extended or converted into another immigration permit. The maximum stay permitted is thirty (30) days and could be extended (one time) for a maximum thirty (30) days. The fee for visa on arrival, payable upon landing, is US\$ 10 for 7 (seven) days visa and US\$ 25 for 30 (thirty) days visa.

Detail information about Indonesia visa on arrival, please visit <http://www.kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=7&IDP2=21&Name=ConsularService&l=en>.

- **Visa Free;**

Indonesia provides “free visa for short visit” service for the following countries:

- | | |
|----------------------|----------------|
| 1. Brunei Darussalam | 7. Peru |
| 2. Chile | 8. Philippines |
| 3. Hong Kong SAR | 9. Singapore |
| 4. Macao SAR | 10. Thailand |
| 5. Malaysia | 11. Vietnam |
| 6. Morocco | 12. Ecuador |

Detail information about free visa for short visit, please visit

<http://www.kemlu.go.id/Pages/ServiceDisplay.aspx?IDP=7&IDP2=22&Name=ConsularService&l=en>.

7. **Travel to Yogyakarta, Indonesia**

Adi Sujipto Airport (JOG/WARJ), operates 24 hours a day, provide direct flight to a number of destination city around the world. It normally takes ± 30 minutes from the airport to the seminar and meeting venue.

Please arrange with your hotel for transfer service to and from airport. Fixed-fare prepared taxi are available for public transportation, just go to the ticketing booth, normally after the arrival gate and buy a fixed-fare ticket. The prices are based on region.

For more information about travel to Yogyakarta, Indonesia please refer to

- Ministry of Foreign Affair: <http://www.kemlu.go.id>.
- Indonesia Customs: <http://www.beacukai.go.id>.

8. **Currency, Credit Cards and Banking Services**

8.1. The Indonesia Rupiah (IDR) is the official local currency.

Use only an authorized money changers, a formal bank or ask your hotel for money exchange and always ask for a receipt. An authorized money changers commonly establishments advertise as *Pedagang Valuta Asing Berizin* or *PVA Berizin* (Indonesian for "Authorized Money Changer") with a green *PVA Berizin* shield where it can be seen by customers.

The charge commission is various rate depend on the changers policies, always ask first about their rate offered and commission. Avoid changing money in smaller currency exchange offices located within shops.

USD 1.00 is approximately IDR 11,500 – IDR 12,300. Small bills (\$10 or smaller) and coins are generally not changeable.

8.2. International credit cards such as American Express, Diners Club, Visa, Master, etc, are usually accepted at major hotels, shops and restaurants. You will need small change in the Indonesia Rupiah for local transport and other minor expenses.

8.3. Most major commercial banks have branches in the main tourist centers. Banking hours are generally from 8 a.m. to 3 p.m. Monday to Friday.

There are many ATM (Automatic Teller Machines) all over the place, especially at shopping centers and bank branches. Most of them are connected to international banking networks. ATMs dispense Indonesia Rupiah (IDR) only, and it comes in either IDR 50,000 and IDR 100,000 notes.

9. Time

The time in Yogyakarta, known as WIB or *Waktu Indonesia Barat*, is 7 hours ahead of Coordinated Universal Time (UTC + 7).

10. Tap water

Tap water in Yogyakarta is not drinkable, but bottled water is universally available. The most popular brand is “Aqua” and that name is often used generically for bottled water. Just be certain that the bottle has an intact plastic seal.

Tap water in hotels should not be used for drinking unless explicitly labeled as safe or drinkable.

11. Electricity

The power supply in Yogyakarta is 220 Volt AC 50 Hz and uses 2-columnar-pin plugs. Other electrical equipment type will need a plug adaptor.



13. Telephone Service

Pre-paid mobile phone sim card (GSM or CDMA) can be purchased in any stores all around Bali as well as public phones, as known as *wartel*.

The Indonesian country code is +62.

Yogyakarta telephone area codes is +62 274

Some important numbers that you may need in Yogyakarta:

108 for Local directory assistance

118 for Ambulance service

113 for Fire brigade

110 or +62 274) 563 494 for Police assistance

+62 274 – 587 559 for SAR (search and rescue)

+62 274 – 4463535 for Jogja International Hospital

+62 274 – 587333 for Dr.Sardjito Hospital

14. DGCA Contact

Ms. Wahyu D. Agustini

Aerodrome Inspector

Directorate General of Civil Aviation

Indonesia

Tel: 62213507623

Fax: 62213505571

E-mail: wahyudwiagustini@yahoo.com