

ATTACHMENT B to State letter Ref: T 3/9.17 — AP032/25 (ATM)

INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE

ICAO APAC AIRPORT AND AIRSPACE CAPACITY ASSESSMENT WORKSHOP

(Yogyakarta, Indonesia, 02 – 05 June 2025)

EVENT BULLETIN

1. Dates and Venue

1.1. The ICAO APAC Airport and Airspace Capacity Assessment Workshop will be held at the Hotel Tentrem Yogyakarta, Yogyakarta, Indonesia, from 02 June 2025 (Monday) to 05 June 2025 (Thursday). The workshop will start at 09:00 hours (local time, UTC+7) each day. Details of the workshop venue are as follows:

Hotel Tentrem Yogyakarta	
Address :	Jl. P. Mangkubumi No. 72A, Cokrodiningratan, Jetis, Yogyakarta, Daerah Istimewa Yogyakarta 55233 - Indonesia
Tel. :	+62 274 641 5555
Website :	https://www.hoteltentrem.com/hotels/hotel-tentrem-yogyakarta/
Map :	https://g.co/kgs/dekUDZ2

2. Registration of Participants

2.1. Participants are required to pre-register using the online registration form available on the event's ICAO webpage (<https://www.icao.int/APAC/Meetings/Pages/2025-Capacity-Assessment-WS.aspx>), and to follow the instructions to complete the pre-registration.

2.2. Documentation requirement for Registration

- A formal letter or email of Designation/Nomination from a Member State/Administration is required for registration(s). The letter should be on official letterhead and signed by the appropriate authority or authorized signatory for the government entity of the State/Administration. The letter/email should be addressed to the ICAO APAC Regional Director in response to the State Letter T 3/9.17 — AP032/25 (ATM). Please include the full name, title, and email address of each nominee.
- For international organizations (IOs): Please note that only international organizations which are recognized by ICAO can register to attend in this category. The following link contains a list of recognized IOs: [List of International Organizations](#).
- Please submit the letter or email of Designation/Nomination to apac@icao.int; with a copy to the Secretariat.
- Once approved by ICAO, a confirmation email will be provided to the individuals nominated by the State/Administration/IOs.

2.3. Participants are required to carry a valid government-issued identity card or passport for verification of their identity.

2.4. Participants are requested to register at the Registration Desk located at the entrance of Tentrem 1 Ballroom, between 08:30 and 09:00 hours on the opening day of the workshop. Participants are required to wear badges throughout the period of the workshop for easy identification.

3. Event Documents for Distribution etc.

3.1. Workshop documents will be available at <https://www.icao.int/APAC/Meetings/Pages/2025-Capacity-Assessment-WS.aspx>. Paper documents in hardcopy will not be available.

4. Useful Travel Information

4.1. Passport

All foreign nationals entering Indonesia must possess a passport or other valid documents for travel valid for a minimum of six (6) months from the date of entry into Indonesia.

4.2. Visa

It is mandatory for participants requiring entry visa to Indonesia to apply/obtain official visa from the Indonesia's Embassy or Consulate in their Country prior to their departure to Indonesia or online on <https://evisa.imigrasi.go.id/>.

4.3. Customs

Each traveler is permitted to bring items allowed as per the customs requirement in the following link: <https://ecd.beacukai.go.id/>.

5. Other Information

5.1. Currency, Credit Cards and Banking Services

The unit of currency in Indonesia is Rupiah.

Foreign currency exchanges and ATMs are readily accessible at the airport and major shopping destinations.

International Credit Cards, such as Visa, Master Card, etc. are usually accepted at most hotels, department stores and restaurants.

Commercial banks, currency exchanges and major foreign currencies and branch networks stay open from 08:00 to 16:00 hours for customers, five days a week, from Monday to Friday, with Saturday and Sunday being the days of closure, with a few exceptions. On Friday, the aforementioned financial institutions may be closed from 11:00 to 13:00 hours to observe the Friday prayer.

5.2. Drinking Water

It is recommended that all visitors drink only bottled water/beverages.

5.3. **Electricity**

Voltage in Indonesia is 230VAC 50Hz, and the 2-pin power plugs and sockets (outlets) of type C and type F are commonly used.

5.4. **Insurance**

Participants are advised to have insurance coverage for any unexpected contingency including transport hazards (taxi, buses, rented cars etc.) and medical coverage.

5.5. **Time Zone**

Time in Indonesia is 7 hours ahead of the Coordinated Universal Time (i.e. UTC+7).

5.6. **Weather Conditions**

The average temperatures for the month of June are between 24°C and 33°C. Please refer <https://www.accuweather.com/en/id/yogyakarta/211671/june-weather/211671?year=2025> for further updates.

6. Hotel Reservations

6.1. Participants should arrange hotel accommodation in advance. The list of recommended hotels is attached in Annex 1.

7. Transportation

7.1. Participants are requested to make their own arrangements for transportation from/to the airport and from/to the events venue. Yogyakarta International Airport is located 90 to 120 minutes from Yogyakarta City by car.

7.2. Taxis are available from the Yogyakarta International Airport to all destinations.

7.3. An inter-city train operates between the Yogyakarta Airport Train Station and Yogyakarta Train Station in both directions. For train schedules, please visit <https://www.railink.co.id/schedule>.

7.4. Car rental agencies are located at the arrival hall of the Yogyakarta International Airport, Yogyakarta Airport Train Station and Yogyakarta Train Station terminal buildings.

7.5. Participants are required to arrange the daily commute to/from the venue. Online transportation services are always available at affordable prices. Please download and install the Gojek or Grab app from the Apple Store or Google Play Store before using these services.

8. Further Information

8.1. While participants are expected to make their own visa/transport/hotel accommodation arrangements, any enquiries regarding this Bulletin and the logistics arrangements for the Event are welcomed. For further information, please contact the following officer of the AirNav Indonesia at:

Name : **Moch. Bambang Gilang Ramadan**
Tel. : +62 81 2852 38 337
E-mail : moch.ramadan@airnavindonesia.co.id

ANNEX 1 – HOTEL RECOMMENDATION

<u>Hotel Tentrem Yogyakarta</u>	
Jl. P. Mangkubumi No. 72A, Cokrodiningratan, Jetis, Yogyakarta, Daerah Istimewa Yogyakarta 55233 - Indonesia	
Tel. :	+62 274 641 5555
Map :	https://g.co/kgs/dekUDZ2
<u>The Phoenix Hotel Yogyakarta - MGallery</u>	
Jl. Jend. Sudirman No.9, Cokrodiningratan, Jetis, Yogyakarta, Daerah Istimewa Yogyakarta 55233 - Indonesia	
Tel. :	+62 274 5666 17
Map :	https://g.co/kgs/2ymBdUL
<u>The 101 Yogyakarta Tugu Hotel</u>	
Jl. Margo Utomo No. 103, Tugu, Jetis, Yogyakarta, Daerah Istimewa Yogyakarta 55232 - Indonesia	
Tel. :	+62 274 292 0101
Map :	https://g.co/kgs/6k57j1q
<u>Harper Malioboro Yogyakarta by ASTON</u>	
Jl. P. Mangkubumi No. 52, Gowongan, Jetis, Yogyakarta, Daerah Istimewa Yogyakarta 55232 - Indonesia	
Tel. :	+62 274 292 0008
Map :	https://g.co/kgs/q7MgCmg
<u>Yogyakarta Marriott Hotel</u>	
Jl. Ring Road Utara, Kaliwaru, Condongcatur, Depok, Yogyakarta, Daerah Istimewa Yogyakarta 55283 - Indonesia	
Tel. :	+62 274 6000 888
Map :	https://g.co/kgs/4oU4bZQ
<u>Grand Mercure Yogyakarta Adi Sucipto</u>	
Jl. Laksda Adisucipto No. 80, Demangan Baru, Caturtunggal, Sleman, Yogyakarta, Daerah Istimewa Yogyakarta 55281 - Indonesia	
Tel. :	+62 274 292 4000
Map :	https://g.co/kgs/f8e7NdC
<u>Novotel Suites Yogyakarta Malioboro</u>	
Jl. Malioboro No. 52 - 58, Suryatmajan, Danurejan, Yogyakarta, Daerah Istimewa Yogyakarta 55001 - Indonesia	
Tel. :	+62 274 501 8888
Map :	https://g.co/kgs/JDzExBs

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