

## Meeting venue

AirNav Indonesia has kindly arranged the meeting at following venue :

### **AirNav Indonesia Head Quarter**

Address: Jl. Ir. H. Juanda No.1 Tangerang Banten - Indonesia

Phone: +62 21 5591 5000

Fax: +62 21 5591 5100

Email: [info@airnavindonesia.co.id](mailto:info@airnavindonesia.co.id)

Website: [www.airnavindonesia.co.id](http://www.airnavindonesia.co.id)

### Contact persons

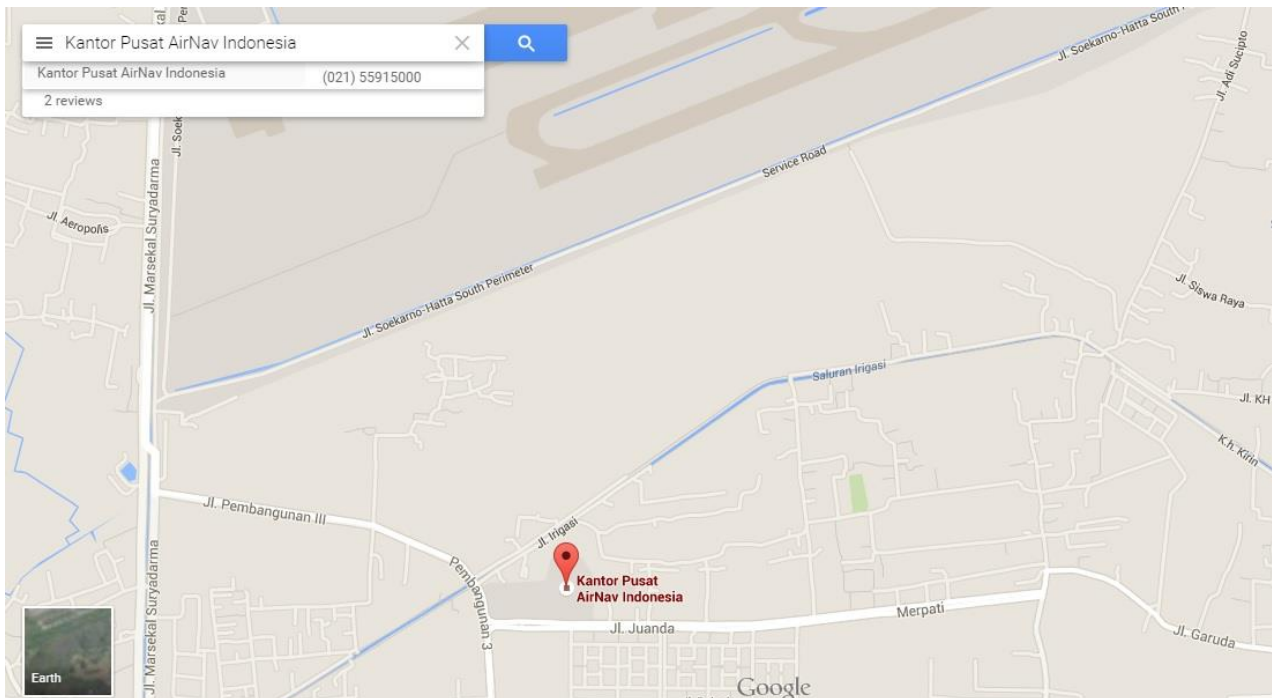
Rosedi – ATFM Manager

Telephone: +62 21 5591 5000

Mobile : +62 8111265510

Email : [acat.rose@gmail.com](mailto:acat.rose@gmail.com)

### Location Map



# Accommodation

## 1. Hotel accommodation

Participants are encouraged to make their accommodation arrangements directly to the hotel.

- **Hotel Novotel Tangerang**

Tangcity Superblock

Jalan. Jend Sudirman No.1 Babakan

Tangerang City, Banten 15117

Website: <http://www.accorhotels.com/gb/hotel-7234-novotel-tangerang/index.shtml>

Room Rate: Start from IDR 815.661 ++

- **Allium Tangerang Hotel**

Jalan Benteng Betawi No. 88 Tanah Tinggi

Tangerang City, Banten 15148

Website: <http://alliumtangerang.samalihotels.com/default-en.html>

Room Rate: Start from IDR 585.000 ++

- **Padjajaran Suites**

Jalan Pembangunan 3 no.17

Tangerang, Banten 15129

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

Room Rate: Start from IDR 508.131 ++

- **Puspamaya Airport Hotel**

Jalan Marsekal Suryadama No.1 Karangsari

Tangerang, Banten 15121

Website: [www.puspamayahotel.com](http://www.puspamayahotel.com)

Room Rate: Start from IDR 450.000 ++

- **Sheraton Bandara Hotel**

Bandara Soekarno-Hatta

Tangerang, Banten 19110

Website: [www.sheratonbandara.com](http://www.sheratonbandara.com)

Room Rate: Start from IDR 1.500.000 ++

## 2. Meals

- AirNav Indonesia will provide lunches and coffee/tea-Breaks in the Workshop
- Other meals to be taken care of by the delegates themselves.

## OTHER USEFUL INFORMATION

### Language

The official language is Bahasa Indonesia with numerous regional languages and dialects. English is widely understood particularly in Jakarta, Bali and other major cities.

### Climate

Tropical equatorial with temperatures ranging between 21 and 33 degrees Centigrade. Average humidity is 60-90% and the rainfall is heaviest between November to February.

### Time Zones

GMT + 7 hours

### Currency & Money Exchange

The Rupiah is the currency used in Indonesia in notes 100, 500, 1,000, 5,000, 10,000, 20,000, 50,000. The most commonly used note is 50,000 Rupiah (about \$5 US). There are many places available to exchange your dollars. You'll get a better exchange rate for crisp, clean US \$100 bills. Old or dirty bills may not be accepted. As with any foreign country, it is advisable to understand the exchange rate before you go to exchange your money so you should have a good idea of how many Rupiah to expect for your US dollars. For currency conversion at current rates visit [Travelang's Currency Exchange Web Site](#).

### Visas

Two months' entry visa free for tourists from major markets. All visitors must have passports valid for at least six months and proof of onward passage.

### Health

International health certificates for smallpox and cholera are not required, except from travelers arriving from infected areas. Bottled water is provided everywhere, even in the smallest villages. It is never advisable to drink tap water anywhere in Indonesia. Be sure to travel with Immodium AD since it is not easy to find there and you don't want to discover that when its too late.

### Customs

Indonesian customs allows on entry a maximum of two liters of alcoholic beverages, 200 cigarettes or 50 cigars or 100 grams of tobacco and a reasonable amount of perfume per adult. Cars, photographic equipment, typewriters and tape recorders must be declared to Customs upon entry and must be re-exported. Prohibited from entry are TV sets, radios, narcotics, arms and ammunition, printed matter in Chinese characters and Chinese medicines. Advance approval has to be acquired for carrying transceivers and all movie films and video cassettes must be censored by the Film Censor Board. Fresh fruit, plants and animals must have quarantine permits. There is no restriction on import or export of foreign currencies. However, the export or import of Indonesian currency exceeding Rp.50,000 is prohibited.

### Credit Cards

Major credit cards are acceptable in most hotels along with American dollar travelers' checks.

### Banking

Normal banking hours are from 8:00 am to 2:30 pm from Monday to Friday. Some bank branches in hotels, however, keep longer hours. Jakarta has several international banks but money can also be changed at hotel cashiers, and authorized money changers. Daily exchange rates are published in

newspapers. The US dollar is the most readily accepted currency. Most major tourist destination areas have foreign exchange facilities, but for travel to remote areas it is advisable to change money and travelers cheques in advance.

### **Tipping**

Major hotels usually add a 10% service charge to bills. Where it is not included a tip of between 5% to 10% of the bill would be appropriate if the service is satisfactory. Airport porters expect Rp.2,000 for a small bag and Rp.3,000 for bags weighing more than 20 kg. Tipping taxi and hire-car drivers is not mandatory, but if service has been satisfactory a basic Rp.1,000 tip is sufficient for a taxi driver, Hire-car drivers would normally expect a larger tip.

### **Security**

Keep your valuables in the hotel safe deposit box or a similar safe place and your passport close to your body.

### **Etiquette**

Being aware of local customs and taboos is very important when traveling in any foreign land. In Indonesia you will always be ensured of having a pleasant time if you act with decorum and dress appropriately. On greeting someone it is customary for both men and women to shake hands. This should only be done with the right hand because to shake hands, give or receive, or eat with the left hand is considered impolite. Pointing or summoning someone with your index finger is considered impolite and care should be taken not to climb over places of worship or local monuments.

### **Clothing**

Light, airy, casual clothes are the most practical and you'll find natural fibers like cotton or linen are the most comfortable in Indonesia's often humid conditions. Indonesians are very clothes conscious and it's particularly important to be properly dressed when visiting government offices such as the immigration offices. Indifference to local customs, scanty clothing is not advisable in public places, shorts are not permitted in mosques and women should have their head and arms covered. In Bali, waist sashes should be worn when visiting temples.

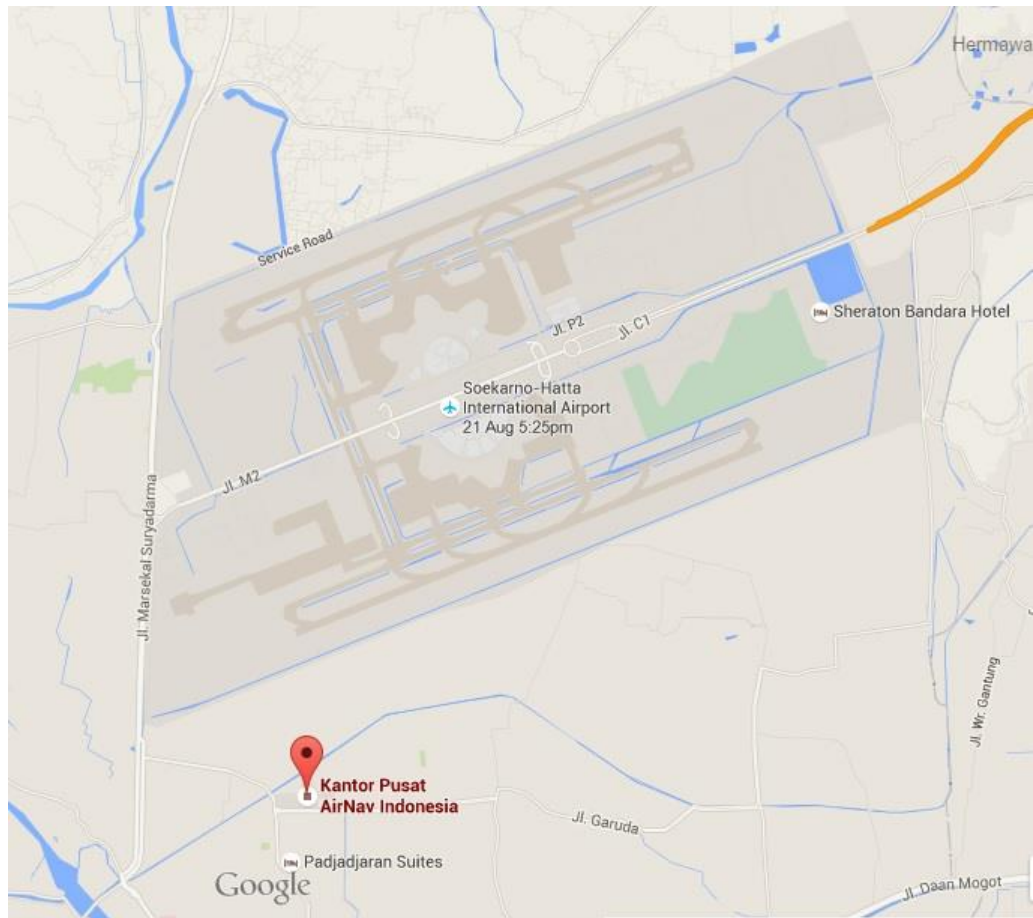
### **Electricity**

Power supply is 220 volts/250 cycles in large cities, but 110 volts is still used in some areas. Normal outlets are plugs with two rounded pins. It is advisable to check electricity supplies before using any appliances.



## Airports

Soekarno Hatta Airport is located about 20 kilometres (12 mi) west of the capital city, in Tangerang in the neighboring province of Banten, provides both international and domestic flights.



## Shopping Centers

