

Practical Information for Participants

The International Satellite Symposium 2016: Satellite Regulation, Market & Technology Trends, and Industry Opportunities and Workshop on the Efficient Use of the Orbit/Spectrum Resource

The Meeting

The International Telecommunication Union (ITU) and Ministry of Communication and Information Technology of Indonesia, are jointly organizing the International Satellite Symposium 2016: Satellite Regulation, Market & Technology Trends, and Industry Opportunities, on 7-8 September 2016.

The Symposium will be preceded by the ITU Workshop on the Efficient Use of the Orbit/Spectrum Resource on 6 September 2016.

For more details about the Symposium and Workshop, please visit the respective links below:

<http://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2016/Sep-ISS2016/home.aspx>

<http://www.itu.int/en/ITU-R/space/workshops/bali-2016/Pages/default.aspx>

Venue

The International Satellite Symposium 2016 and the ITU Workshop on the Efficient Use of the Orbit/Spectrum Resource will be held at,

Padma Resort Legian, Bali, Indonesia

www.PadmaResortLegian.com

Phone: +62 361 752 111

Fax: +62 361 752 140

Transportation and Access

Denpasar/Ngurah Rai International Airport (DPS), is the main airport in Bali, located 13 km south of Denpasar or 10 km from Padma Resort. It is the third international airport in the country, and an important gateway to access Indonesia; detailed information at: <http://www.baliairport.com/>

Airport taxis are available from Airport to downtown, and other localities nearby at fees around 90,000 to 200,000 rupiah (~ 7 to 15 USD). Getting around Denpasar is relatively easy thanks to a well-integrated and inexpensive transport system of public buses, taxis, limousines, and motorcycle taxis. Delegates are encouraged to arrange their own airport transport to their hotels/venue. Delegates are recommended to use registered airport taxis such as **Taxi Ngurah Rai Bali**, because they are relatively safer and more reliable.

Hotel Accommodations

The following hotel has been designated as the official hotel for this event.

Padma Resort Legian	Room rate (net/room/night, single/double occupancy)		
	KTP/ KITAS holder	Foreigner/ Non KITAS holder	Special Inclusion
Room Type: Deluxe	Rp. 1.550.000,-	Rp. 1.950.000,-	FREE Return Airport Transfers (min. 2 Consecutive nights)

and for another option, here are the alternative hotels to stay:

Hotel	Contact
Casa Padma Suite	Ph: +62-361 767601 E: sales@casapadmasuite.com
The Lokha	Ph: +62-361 767601 E: reservation@thelokhalegian.com
All Season Legian	Ph: +62-361 767688 E: sales-1@allseasonslegian.com

Participants wishing to stay at Padma Resort Legian are requested to fill up the booking form (see Annex) and send it to ari.anggreni@padmahotels.com and Yoggi.Permana@padmahotels.com.

For the other hotels, participants may book directly through the hotel's website.

Currency Exchange

The official currency of Indonesia is the Rupiah (IDR); Bank notes are issued in 100.000, 50.000, 20.000, 10.000, 5.000, 2.000, 1.000 denominations in which approximately US\$ 1 ≈ 13,085.00 IDR; this rate is only provided for information purposes, please check the actual rates before traveling.

For currency conversion, banks and money changers are conveniently located across the city and at the airport, as well as at the hotels. Major banks are open from 08.00 a.m. to 04.00 p.m., Mondays through Fridays. All main credit cards such as VISA, MASTER, AMEX, etc. are welcome.

Payment for most hotels in Bali will use IDR only.

Visa and Immigration Requirements

While holders of Diplomatic Passports or Ordinary Passports from ASEAN Member States do not require visa to enter Indonesia for a visit less than 14 days. No matter

what type of visa you are going to use, your passport must be valid for at least six months from the date of your arrival.

Visitors eligible for a visa-on-arrival facility are nationals from: Algeria, Andorra, Argentina, Armenia, Australia, Austria, Bahrain, Belgium, Belarus, Brazil, Bulgaria, Canada, China, Croatia, Cyprus, Czech, Denmark, Egypt, England, Estonia, Fiji, Finland, France, Germany, Greece, Hungary, Iceland, India, Ireland, Italy, Japan, Kuwait, Latvia, Libya, Liechtenstein, Lithuania, Luxemburg, Maldives, Malta, Mexico, Monaco, Netherland, New Zealand, Norway, Oman, Panama, Papua New Guinea, Poland, Portugal, Qatar, Romania, Russia, Saudi Arabia, Seychelles, South Africa, South Korea, Slovakia, Slovenia, Spain, Suriname, Sweden, Switzerland, Taiwan, East Timor, Tunisia, Turkey, UAE, and USA.

Visa Fee for entering Indonesia as below:

- USD 35 for Visa on Arrival (VOA)
- USD 50 for Visa Visit
- USD 110 for Multiple Visa Visit

Visa arrangement for the above as below:

- A holder of Visit Visa on Arrival is given 30 days stay and can be extended at the Immigration Office for 1 (one) time, to have another 30 days stay.
- A holder of Visit Visa is given up-to 60 days stay and can be extended at the Immigration Office for 5 (five) times, each extension will be given another 30 days stay.
- Multiple Visit Visa validity is one year, a holder of multiple visit visa is given up-to 60 days stay each visit and can't be extended.

For information on entry visas to Indonesia, participants are kindly requested to check their particular cases <http://www.imigrasi.go.id/index.php/en/public-services/visit-visa>

For participant requiring visa support/assistance on this matter, please contact: **Mr. Yoga Sangkan Prasetya**, Officer of Center of International Affairs, MCIT Indonesia, email: yoga001@kominfo.go.id. Deadline for visa support is until 15 August 2016 with submitting these following documents: scanned passport (with minimum valid for 6 months of the date of arrival), flight itinerary, hotels booking, and nomination letter.

Travel Insurance

Participants are reminded that it is advisable to obtain travel insurance. Such insurance should cover payment for your medical care in the case of hospitalization as well as the cost of repatriation to your home country if that should become necessary. The organizers do not take responsibility for any individual, medical, travel or personal insurance. Participants are advised to secure their own insurance policies as necessary.

Climate and Food

The average temperature range in Bali during September varies from 24° to 33° Celsius (75-91 degrees Fahrenheit), with sunshine days and light rain. The conference rooms where the meetings are to be held are air-conditioned and the

temperature is maintained in the range of 23-24 degrees Celsius (73-75 degrees Fahrenheit).

A wide variety of food/diet from Asian style to Western style is available in hotel restaurant and food-courts nearby the meeting venue. The local cuisine is excellent for different tastes.

Communications

The City Code for Denpasar, Bali is +62 (361)

Language

English is spoken in most hotels, shops and restaurants as well as in major tourist destinations. The Workshop and Symposium itself will be conducted in English.

Time

The time in Denpasar is 8 hours ahead of the Greenwich Mean Time (GMT +8).

Electricity and Power Plugs

In Indonesia the standard current is 220 volt AC with a frequency of 50 Hz. The picture/diagram shows the type of main power plug used in Indonesia, the most used Power Sockets are type C and F. Participants are encouraged to bring the right adaptor for their electrical appliances.



Socket Type C



Socket Type F

Internet services

Wi-Fi Internet is provided free of charge at the meeting room.

Meeting documents

The Symposium and Workshop are paperless. Presentations and meeting documents will be available for download (when ready) at:

<http://www.itu.int/en/ITU-D/Regional-Presence/AsiaPacific/Pages/Events/2016/Sep-ISS2016/home.aspx>

<http://www.itu.int/en/ITU-R/space/workshops/bali-2016/Pages/default.aspx>

Online Registration

For online registration, please refer to the link below:

<http://ictdforum.org/registration/satellite/index.php>

Contact Point

For any further information you may require, please contact:

Mr. Andreas Christiono

Email: andreas.christiono@itu.int

ITU Area Office Jakarta,

Phone: +62 21 380 2322 / 2324.

Fax: +62 3890 5521

Mobile: +62 852 1085 9616

Mr. Yoga Sangkan Prasetya

Email: yoga001@kominfo.go.id

Officer of Center of International Affairs

Phone: +62-21 3848404

Fax: +62-21 3500959

Mobile: +62 853 1041 1258

Annex

**ASOSIASI SATELITE INDONESIA – WORKSHOP & SYMPOSIUM
PADMA RESORT LEGIAN - INDONESIA
FROM 5 TO 9, SEPTEMBER, 2016**

BOOKING FORM

GENERAL INFORMATION

	First Name	Middle	Last Name
NAME (MR/MS/MRS)	_____	_____	_____
PASSPORT/KTP NO.	_____		
DESIGNATION	_____		
COMPANY	_____		
COMPANY ADDRESS	_____		
COUNTRY	_____		
COMPANY TELEPHONE / FAX	_____		
MOBILE	_____		
E-MAIL ADDRESS	_____		
DELEGATES STATUS (1 st Delegate / co delegate)	_____		

ARRIVAL & DEPARTURE

ARRIVAL:	_____	FLIGHT NO: _____	TIME: _____
DEPARTURE :	_____	FLIGHT NO: _____	TIME: _____

Room Type	Room rate (net/room/night, single/double occupancy)		
	Number of room (s)	KTP/ KITAS holder	Special Inclusion
ROH		Rp. 1.500.000 net	FREE Return Airport Transfers (min. 2 Consecutive nights)

Room Type	Room rate (net/room/night, single/double occupancy)		
	Number of room (s)	Foreigner/ Non KITAS holder	Special Inclusion
ROH		Rp. 1.950.000 net	FREE Return Airport Transfers (min. 2 Consecutive nights)

Room rate inclusions:

- Daily International Buffet Breakfast
- Free Wi-Fi connection.
- Welcome drink and cold face-towel upon arrival.
- Welcome fruits and flowers in the room upon arrival.
- In-room tea and coffee making facilities.
- Daily replenished in-room mineral water.
- Pillow Menu.

Remarks:

- Run of House (ROH) is a mixture of Deluxe Room, Deluxe Lagoon View, and Deluxe Chalet
- Maximum occupancy in the rooms are 3Adults **OR** 2Adult+1Child **OR** 2Adults+1Infant **OR** 1Adult + 2Children **OR** 1Adult+2Infants*
- Special request (single/double/king/twin/connecting/adjoining room/upper floor/lower floor) cannot be guaranteed and will be subject to the availability upon check-in.
- Third person in each room will use extra bed with additional charge. Please note that maximum of extra bed is one in each room.
- KTP is Indonesia ID card held by Indonesian Citizens and KITAS is a working permit issued by the Indonesian government to qualified foreigners.
- All offers cannot be combined with other discounts and/or special offers, unless otherwise specified
- Quoted rates are valid 2 days before and after the event. Room is subject to availability

Additional charge for the 3rd person (KTP/KITAS holder):

- Adult : Rp 500.000 net/person/night

- Children 6-12 years old : Rp 250.000 net/person/night
- Child up to 5 years old : Free of Charge

Additional charge for the 3rd person (Foreigner/ Non KITAS holder):

- Adult : Rp. 650,000 Net/person/night
- Children 6-12 years old : Rp. 350,000 Net/person/night
- Child up to 5 years old : Free of Charge

TERMS AND CONDITIONS

1) RATES:

- All quoted rates are in Rupiah, net, inclusive of 21% Government Tax and Service Charge unless otherwise specified.

2) CHECK-IN AND CHECK-OUT TIME POLICY:

- Check-in time : 1400 hours.
- Check-out time : 1200 hours.
- Early check-in and late check-out are subject to availability. The cost of late check-out up to 18:00 hours is 50% from the quoted room rate above and check-out after 18:00 hrs is considered as one night

3) RESERVATION:

- Please submit this **"booking Form"** together with flight details information to our reservation attention to Ms. Ari Anggreni at ari.anggreni@padmahotels.com and Mr. Yoggi Permana Yoggi.Permana@padmahotels.com latest by **Friday, 19, August, 2016** After this date, offered room rate is no longer valid and room will be subject to availability.

4) PAYMENT:

- 50% Non-refundable Deposit will be charged to the credit card provided at the time of booking.
- Remaining Balance will be charged when check-in.
- All spaces will be automatically released should the payment does not reach the hotel as per above deadline
- Payments can be settled by cash, credit card, bank draft or telegraphic transfer to our bank account as stated in the pro forma invoice. Please note that Bank transfer fee will be covered by sender
- Accepted credit cards: Visa, Master Card, Amex, JCB and Diners Club
- **IMPORTANT:** For credit card payment, we will require copies of your credit card (front sides), Payment Authorization form and your valid ID (scan or facsimile) for security purposes at

our Accounting Department. Otherwise, we will not process the deposit through your credit card. Please note that we will confidentially use the information for further processing

- For telegraphic transfer please send to:

BANK MANDIRI (KUTA BRANCH) Jl. Raya Kuta 456, Kuta – Bali – Indonesia	BANK CENTRAL ASIA (DENPASAR BRANCH) Jl. Hasanudin 58, Denpasar – Indonesia
Account Name: Padma Resort Bali at Legian US\$ Account No: 145 00910 68730 Swift Code: B M R I I D J A	Account Name : HOTEL PADMA BALI IDR Account No. : 040 133 2188

5) CANCELLATION POLICY:

- We will charge 50% of room payment if cancellation received after deposit payment.

6) NO SHOW POLICY:

- Cancellation on the same day or No-show : 100% from total amount (full payment).
- No Show room(s) are held until hotel check-out time on the following day. Hotel then has the right to release the room(s).

7) EARLY CHECK-OUT POLICY:

- We will charge 100% of room charges based on period of stay which is booked if guest checks-out prior to the reserved check out date.

8). ASSISTANCE

- Contact us at **Ms. Ari Anggreni - Reservation** E-mail: ari.anggreni@padmahotels.com
cc. Mr. Yoggi (Senior Corporate Sales Manager) E-mail: yoggi.permana@padmahotels.com

9). OTHERS

- **Force Majeure** - The obligations contained herein won't be applied, will apply or will be suspended in case of "force majeure" such as, on the site of the event or in the city where the event takes place: an act of public authority, hostilities, war, act of government, natural disaster, fire, flood, strikes, ... and so on.

The parties shall use all their efforts to prevent or reduce the effects of a breach of contract caused by a force majeure event. The party wishing to invoke an event of force majeure shall immediately notify the other party of the beginning and the end of this event, otherwise it can't be discharged from its liability.

CREDIT CARD AUTHORIZATION FORM

To: PADMA RESORT LEGIAN Phone: +62 361 752111
Attn: Reservation Department Fax: +62 361 753628
Date:

Authorized For: Padma Resort Legian

Card Type: _____
(visa/master/jcb/amex/diners)

Card Number: _____

Expiry Date: _____

Card Holder's Name: _____

Card Holder's Contact Number _____

Authorized Amount: Rp _____

Payment for: _____

Check in/out date _____

Card Holder's Signature:

.....

PLEASE PROVIDE US THE CREDIT CARD'S COPY (FRONT SIDE) FOR BANK REFERENCES, AS WELL AS COPY PASSPORT OR ID

I AUTHORIZE PADMA RESORT LEGIAN TO CHARGE THE ABOVE CREDIT CARD FOR THE ABOVE AMOUNT FOR RESERVATION BOOKING AS MENTIONED ABOVE.