

CAPSA-ESCAP

Centre for Alleviation of Poverty Through
Secondary Crops Development in Asia and the Pacific

Workshop on
Developing an Inclusive Strategic Plan for CAPSA
7-8 December 2009
Bogor, Indonesia

INFORMATION NOTE FOR PARTICIPANTS

1. The workshop on “Developing an Inclusive Strategic Plan CAPSA” is organized by the Centre for Alleviation of Poverty through Secondary Crops Development in Asia and the Pacific (CAPSA-ESCAP). The workshop will be held at Hotel Santika, Bogor, on 7-8 December 2009.

2. Information and updates about the workshop will be communicated to participants through emails. Please check regularly.

Registration

3. Participants are requested to register by submitting their nomination form (see attached) to CAPSA by fax: +62-251-833 6290 or by e-mail to: <fransiscawijaya@uncapsa.org>.

4. Participants are expected to arrive in Bogor not later than Sunday, 6 December 2009. Participants are kindly requested to obtain/collect workshop badges at the registration desk at Edelweiss meeting room at the 3rd Fl. on Monday, 7 December 2009 between 08.00 to 08.50. The workshop begins promptly at 9 o'clock. Registration will ensure the recording of names of participants on the formal 'List of participants'.

Official Language

5. Official language for the meeting is English. No interpretation service will be provided during the meeting.

Immigration requirements

6. The responsibility for visa and other immigration procedures rests with the participants and national governments nominating the participant. Should you require specific supporting documentation for visa applications from the organizers, please contact CAPSA at the contact details provided below.

Accommodation (for non Bogor based participants)

7. Blocked booking for non-Bogor based participants is reserved by CAPSA at Hotel Santika

HOTEL Address: Botani Square, Jl. Raya Padjadjaran, Bogor 16127
Tel: 62-251-8400707 / Fax : 62-251-8400706 / E-mail: bogor@santika.com
Website: www.santika.com

8. Participants who wish to avail themselves of the block booking made at the Hotel Santika are

kindly asked to notify CAPSA in a timely manner by filling in the registration form. The negotiated room rate including breakfast, tax and service charge is Rp 657,484 equivalent to US\$ 70 per night for a deluxe twin, including breakfast.

9. Participants will need to settle the accommodation expenses from the Daily Subsistence Allowance received.

10. Participants are expected to check in after 14:00 and check out by 12.00 noon. If you require early and/or late check out please notify us so that we can try to liaise with the hotel (with no guarantee).

Meals

11. Lunches and coffee breaks for 2 days from 7 to 8 December will be provided during the workshop. CAPSA is hosting a dinner on 7 December.

Transportation on arrival and departure (for non Indonesia base participants)

12. CAPSA will provide transportation from Soekarno-Hatta International airport to Hotel Santika. The time table will be sent to participant by email.

13. Participants should make their own transportation arrangement from Hotel Santika to Airport. DAMRI Shuttle bus services are readily available nearby the Hotel. The bus leaves every 30 minutes and the fee is Rp. 30,000 (USD 3.00). They operate from 3 a.m. - 7 p.m.

Travel and administrative arrangements (only if applicable)

14. CAPSA will cover a round-trip based on the most direct and economical ticket fare to attend the workshop. This applies to from point-to-point route only. Participants who wish to travel in higher class are kindly requested to cover the fare difference.

15. Participants who wish to make their own to-and-from travel arrangements to Jakarta, Indonesia, are kindly requested to provide CAPSA, as soon as possible, the quotation of airfare before proceeding with the booking.

16. Participants will be reimbursed for their ticket fare upon submission of original receipts of the air ticket and original boarding passes. Please be reminded to bring these with you during the registration on Monday 7 December. To facilitate the reimbursement process, participants could send copies of the air ticket invoices and passport details prior to the workshop either by fax: +62-251-833 6290 or by e-mail to: <fransiscawijaya@uncapsa.org>.

Insurance

17. Participants are fully responsible for arranging insurance, at their own expenses, covering the period of their travel.

Documents

18. Participants are not required to bring any paper.

Others

19. Indonesian official currency is IDR. The exchange rate from 1 USD to IDR is estimated at

Rp9,400.

Electricity

20. 220V AC.

Contact persons

21. For further information concerning the arrangements for the workshop, please contact:

CAPSA

Sri Angkati

Phone: (62-251) 8343277, 8356813

Mobile: 08128751387

Email: sriangkati@uncapsa.org

Fransisca A. Wijaya (Yeye)

Phone: (62-251) 8343277, 8356813

Mobile: 0817884316

Email: fransiscawijaya@uncapsa.org

Workshop on Developing an Inclusive Strategic Plan for CAPSA
7-8 December 2009
Bogor, Indonesia

REGISTRATION FORM

Please fill in this form and return by email to capsa@uncapsa.org

First name:

Last name:

Position / Job title:

Institution name:

Address:

City:

State / Province:

Post / Zip code:

Country:

Telephone:

Fax:

Email:

Should you need accommodation during the workshop and airport transfer, please fill in this part.

Accommodation:

Check in date:

Check out date:

Flight itinerary:

Arrival

Departure

date:

date:

flight no:

flight no:

time:

time:

origin:

Thank you.