

Green Jobs in Asia Regional Conference

29th – 31st August 2012, Singgasana Hotel Surabaya, Surabaya, Indonesia

Administrative Note

1. Venue of the Event

The Conference will take place during 29th – 31st August 2012 at the Singgasana Hotel Surabaya, Jalan Gunugsari, Surabaya, Indonesia

2. Travel

The ILO will cover the air tickets cost for funded participants, in accordance with the relevant ILO rules. Travel arrangements are made so as to ensure that the participants arrive in Surabaya, Indonesia, on Tuesday 28th August 2012 with most direct route economy class (special or excursion fare) return air ticket and depart on 31st August 2012 evening, if not possible due to flight availability, then at the earliest available flight on 1st September 2012.

*Bangladesh, China, Fiji, India, Indonesia, Malaysia, Nepal, Philippines, Sri Lanka, and Thailand**
Relevant ILO Country Offices will be requested to assist with the issuance of air tickets to the participants from these countries.

Thailand:* Air tickets for participants from Thailand will be arranged by ILO Regional Office in Bangkok.

3. Travel Documents

Participants should make their own arrangements in order to obtain passports, visas and other travel documents as well as any required inoculation or vaccination certificates. The ILO does not reimburse the cost of obtaining passports, visas, vaccinations, airport taxes, excess baggage, and airport transfer.

4. Sickness or Accidents Insurance

Before proceeding to attend the Event, participants are advised to obtain insurance coverage, either at participants' own expense or at the expense of your nominating organization, for sickness, accident, or temporary disability, death and third party risk covering the entire duration of the Event, and the journey to and from the host country. The ILO cannot accept responsibility or liability for such contingencies. In case of accident or sickness during the Event, the participant should notify the organiser immediately.

5. Arrival at Surabaya Airport & Getting to the Hotel

Upon arrival at Juanda International Airport in Surabaya, participants after picking-up their luggage should proceed to the taxi booth to purchase their taxi voucher. While leaving the arrival terminal, participants may also look for a person with a sign board (ILO Green Jobs Regional Conference) that will assist in directing participants to the taxi booth. At the taxi booth, please inform the clerk that you would like to purchase a taxi voucher to Singgasana Hotel Surabaya. Taxi fare from the airport is approximately Rp. 80,000 and the journey will take approximately 15 – 20 minutes depending on the traffic condition.

6. Getting to the venue of the Event

The conference room is located within the premises of the hotel, the room name is **Amarta Meeting Room**.

7. Accommodation

A Single room (including breakfast) will be booked for each international participants and Indonesian participants from outside Surabaya. Participants will receive their room key once arriving at the hotel and checking-in at the front desk. Please note that the ILO will not cover the use of the mini bar, laundry and international phone calls. WiFi access will be available in all the rooms.

8. Daily Subsistence Allowance (DSA)

ILO will cover the room charges and will also provide lunch during the conference. Each participant will receive a daily subsistence allowance for the duration of the event in accordance with the relevant ILO rules, and will be made in Rupiah equivalent at existing UN exchange rate during time of payment.

9. Currency Exchange

The local currency for Indonesia is the "Rupiah". Currency exchange can be done upon arrival at the airport. The UN operational rate of exchange for July 2012 is Rupiah 9,493./US\$1 (subject to frequent fluctuations).

10. Weather in Surabaya

In August, the weather in Surabaya is humid with possibility of sunny. The average temperature is between **30°C and 32°C** . Air conditioning will be available in the meeting rooms.

11. Medical Services

The hotel can arrange for a doctor or visit to a hospital upon request with service charges.

12. Emergency Contact

In case of emergency please contact:

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