



THE 11TH MDPWG MEETING AND ITS RELATED MEETINGS
20 – 22 APRIL 2010, ASEAN SECRETARIAT

GENERAL INFORMATION

1. Conference Secretariat

The Secretariat responsible for all logistic/administrative matters related to the 11TH MDPWG Meeting is:

ASEAN Secretariat

Jl. Sisingamangaraja no. 70-A, Jakarta 12110, Indonesia

Telephone : (62-21) 726-2991

Fax : (62-21) 739-8234 or 724-3504

Contact Person: Ms. Renny Amelia

Email : Renny.Amelia@asean.org

2. Date and Venue of the Meetings

• **Date:**

- 20 April 2010 (morning) : 3rd MDTC meeting
- 20 April 2010 (afternoon) : HoD Meeting
- 21 – 22 April 2010 : 11th MDPWG Meeting

• **Venue**

ASEAN Secretariat, ASEAN Hall, Mezzanine Floor

Jl. Sisingamangaraja no. 70-A, Jakarta 12110, Indonesia

Telephone : (62-21) 726-2991

Fax : (62-21) 739-8234 or 724-3504

3. Accommodation

- The Secretariat has reserved room for all delegates at **Gran Mahakam Hotel** Jakarta, Indonesia. The hotel provides the following special room rates, including breakfast.

ACCOMODATIONS

NO.	HOTEL	TYPE	RATE/per night
1	Gran Mahakam Hotel (****) Jl. Mahakam I no. 6, Kebayoran Baru Jakarta 12130 Phone : (62-21) 720-9966 Fax : (62-21) 725-5532 Email : info@granmahakam.com <u>Contact Person :</u> Ms. Diah S. Rahayu Director of Sales & Marketing Email : dosm@granmahakam.com	Deluxe Room Junior Suite Deluxe Suite	USD 92++ USD 122++ USD 152++

The above rates are subject to 21% Service Charge and Government Tax.

Benefits:

- Complimentary buffet breakfast at Le Gran Café for 1 person
- Complimentary shuttle from Hotel to ASEAN Secretariat (morning) and ASEAN Secretariat to Hotel (afternoon)
- Complimentary 2 hour in-room internet access per day (not accumulated)
- Complimentary welcome drink and fruits upon arrival

Airport Pick Up or Airport Transfer

Airport Pick Up or Airport Transfer is available upon request with additional cost at :

* Rp.300,000 nett per car/way by Silver Bird

* Rp.300,000 nett per car/way by Camry

* Rp.300,000 nett per car/way by Kijang

The airport Pick Up or Transfer fee is including of toll fee and gasoline.

Reservations should be made directly to the Gran Mahakam Hotel, Jakarta, Indonesia, by e-mail or fax, not later than **15 March 2010.**

4. Transportation

All delegates are responsible for their own transportation to and from the airport, upon arrival and departure.

5. Registration

All delegates are requested to fill in the attached Registration Form with the complete required document (For Observer: Letter of Endorsement) and submit to the MDPWG secretariat by fax or e-mail by **15 March 2010,**

6. Programme of Activities

The Tentative Programme of Activities is attached.