This document provides details on the administrative arrangements for participants of the 11th GFDRR Consultative Group (CG) meeting being held from November 14-18, 2011 in Jakarta, Indonesia. In case you require further assistance or clarification, please refer to the “Contact” section of this document for information.

**Schedule and Venue**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 Nov</td>
<td>Policy Forum</td>
<td>Golden Ballroom, Sultan Hotel, Jakarta</td>
</tr>
<tr>
<td>15 Nov</td>
<td>2nd Global Dialogue (morning)</td>
<td>Golden Ballroom, Sultan Hotel, Jakarta</td>
</tr>
<tr>
<td>15 Nov</td>
<td>Civil Society Partnership Strategy</td>
<td>ASEAN Room 6-7, Sultan Hotel, Jakarta</td>
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<tr>
<td></td>
<td>consultation (afternoon)</td>
<td></td>
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<tr>
<td>16 Nov</td>
<td>Field Trip</td>
<td>Yogyakarta</td>
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<td>17 Nov</td>
<td>CG Meeting</td>
<td>Golden Ballroom, Sultan Hotel, Jakarta</td>
</tr>
<tr>
<td>18 Nov</td>
<td>CG Meeting (half day)</td>
<td>Golden Ballroom, Sultan Hotel, Jakarta</td>
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</table>

The Sultan Hotel
Jl. Gatot Subroto
Jakarta, 10020
Telephone: (62-21) 570-3600
Fax: (62-21) 573 3089
www.sultanjakarta.com

**Registration**
The website for 11th GFDRR CG meeting is [http://www.gfdrr.org/gfdr/11cg](http://www.gfdrr.org/gfdr/11cg)
Please ensure to complete online registration by October 28, 2011.

**Travel Arrangements**
All participants are encouraged to make travel arrangements as soon as possible. If you are able to join us for all events, please plan to arrive in Jakarta on November 13, 2011 and depart after 2pm November 18, 2011.

**Visa Information**
Please check with Embassy of Indonesia in your respective countries for individual country visa requirements. Please ensure that you have all the necessary travel documents required for entering Indonesia. If you still require a letter of support for a visa, please contact Max Jira (mjira@worldbank.org). Please be aware that the visa processing in your country can take up to 5 days.
Accommodation
Participants are encouraged to book their own accommodation as soon as possible. In addition to the Sultan Hotel, please see the attached list of hotels for further recommendations by the World Bank office in Jakarta.

Should you book your accommodation in the Sultan Hotel, you will receive the World Bank negotiated rate if you mention that you are attending the World Bank/ GFDRR event.

Transportation
Airport transfer from Soekarno-Hatta International Airport to Hotels in downtown Jakarta should cost approximately IDR 150,000 (USD17), including toll free ticket.
Airport tax for International flight cost IDR 150.000 (USD17) and should be paid cash at the check-in counter.

The World Bank recommends using “Blue Bird” Taxi within Jakarta.

Field Trip to Yogyakarta
Participants to the field trip to Yogyakarta/Merapi will receive a separate email with the agenda and background information.

Currency and Exchange Rate
As of (4 October 2011), USD 1 is equivalent to IDR 8,905 (Indonesian Rupiah).

Weather
Jakarta has a hot and humid tropical wet climate. Wet seasons in Jakarta cover the majority of the year, running from November through June. The average weather during November is 25-32˚C (76-90˚ F)

Working Language
The working language of the meeting will be in English. No simultaneous translation will be provided.

Time
Local standard time is GMT/UTC +07:00 hour

Contact Persons
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Benedikt Signer, bsigner@worldbank.org