



The 13th Bali Democracy Forum

Bali, Indonesia, 10 December 2020

ADMINISTRATIVE ARRANGEMENT

1. Venue

The Thirteenth Bali Democracy Forum (The 13th BDF) will be held on 10 December 2020 at the Sofitel Bali Nusa Dua Beach Resort, Bali, Indonesia. For Sofitel contact details please refer to hospitalities section (no.9)

During the course of The 13th BDF, health protocols will be strictly enforced within the venue. Delegates are advised to wear the mask or/and face shield at all times and refrain from gathering in close proximity to more than five people.

2. Working Language and Interpretation Facilities

English will be used as the official language of the Forum. The Organizing Committee will provide 3 (three) booths and associated audio equipment, i.e. microphones, headphones and monitor, to support a simultaneous interpretation. Each booth could accommodate one interpreter.

For further inquiries regarding interpretation facilities please contact:

Mr. Febry Elsafrino

Mobile : +62 811 1685 259

Email : febry.rino@kemlu.go.id

Fax : +6221 3507950

Phone : +6221 381 3480 Ext 3212

3. Dress Code

During the course of the 13th BDF official meetings, the attire will be Endek Cloth for the Head of Delegation (*will be provided by committee*). Delegates are required to wear a mask or/and face shield within the area of the event at all times.

Further information regarding dress code and attire can be found on the Tentative Program of Work.

4. Delegation Contact Point

Each delegation is required to appoint a **Delegation Contact Point (DCP)**.

The DCP acts as the primary point of contact/liason officer between his/her delegations and the Organizing Committee regarding registration purposes, accreditation, logistical or administrative matters.

DCP is responsible for the following:

- a. Registrations for the respective delegations;
- b. Requesting any necessary assistance to the Organizing Committee by the delegations;
- c. In charge for receiving ID Badges for the respective delegations; and
- d. In charge for receiving invitations for the respective delegation members.



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Full name, title, email and contact person of the DCPs should be submitted no later than 19 November 2020 to bdf@kemlu.go.id.

5. **Registration**

Delegates are requested to register **on-line** at <https://bdf.kemlu.go.id> starting from 2 November 2020. On-line registration will be closed on 16 November 2020 at 17:00 Western Indonesian Time (GMT+7). Delegates who wish to register must login at the registration page of the website.

Each representative is requested to **register online and submit** their official list of delegation (names and titles) by ***note verbale*** to the Directorate of Public Diplomacy, Directorate General of Information and Public Diplomacy, Ministry of Foreign Affairs of the Republic of Indonesia, no later than 27 November 2020. ID Badges will be issued according to the list of delegation submitted by the respective Diplomatic.

Amendments to the submitted official list should be communicated in writing to the Organizing Committee.

DCP or registered delegates are invited to collect their ID badges by presenting a photo ID, passport or a diplomatic identity card, and signing the receipt form at the registration counter located at the venue **8-10 December 2020 at 9:00 AM – 8:00 PM**. Please be informed that only registered delegates with ID badges are allowed to access the meeting venues.

The 13th BDF registration process will be fully online and delegates are required to complete the registration prior to departure. On-site registration counter is provided for the delegates with the difficulties to do online registration.

6. **Access to Meeting Venues**

Use and Issuance of ID Badges

ID Badges must be worn at all times at the meeting venue. ID Badges are required for entry into the meeting venue and to every designated conference facility or venue on 10 December 2020. Access will be denied to non-accredited individuals and those who make improper use of their passes.

Loss of ID Badges

Loss of ID Badges should be reported immediately to the Organizing Committee Secretariat. Once the identity of the delegates is verified, re-issuance of the ID Badges will be made upon submission of a letter issued by the applicant's Diplomatic Mission and the presentation of a photograph identification document. Once ID Badges are replaced, the previous pass will no longer be valid.



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For further information regarding registration, accreditation and access to meeting venues, please contact the Registration Contact Point:

Mr. Soeharyo Tri Sasongko

Mobile : +62 812 9541 8875
Email : soeharyo@kemlu.go.id
Fax : +6221 385 8035
Phone : +6221 381 3480 Ext 3216

7. **General Security Arrangements**

Security Check

In order to provide adequate security throughout the meetings, various levels of security checks and screenings will be implemented at each venue. Security and health checks consist of visual verification of ID Badges, body temperature check, eHAC QR Code Scan, electronic (X-Ray) or physical search of belongings, and walk-through metal detectors. When necessary, individuals may be subjected to a physical search. Delegates also required to use hand sanitizer provided by the venue before entering the venue.

Only vehicles with the Special Access Sticker are allowed to park in restricted areas of the venue. The vehicles will be subjected to electronic and physical search prior to entry.

Venue/Hotel Security Arrangements

Appropriate security arrangements will be employed at the venues (including for social functions) and hotel.

Delegates are subject to various levels of security checks and access control for entry to the meeting venues. Delegates are advised to arrive early to allow time for security checks.

8. **Local Transport Arrangements**

Shuttle Service

The Government of Indonesia will provide scheduled transportation for delegates to travel between I Gusti Ngurah Rai International Airport and recommended hotel on arrival and departure from 9-11 December 2020.

Delegates are advised to use transportation provided by the committee to travel from I Gusti Ngurah Rai Airport to Hotel and vice versa and restrain from using public transportation.

The shuttle will be scheduled based on delegates registration information. BDF hospitality desk officer located in the arrival gate of the airport will escort the delegates to the designated shuttle.



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9. *Hospitalities*

Accommodation

Delegates will be responsible for their own accommodation arrangements. While delegates are free to make their own hotel bookings, for convenience and special rate, it is advisable that participating delegates stay in hotel recommended by the Committee.

Recommended Hotel:

Sofitel Bali Nusa Dua Beach Resort

Lot N5 Itdc Tourism Complex, Nusa Dua, Bali 80363, Indonesia

Contact : Ms. Tesza Badina Korompis

Mobile : +62 813 20444 942

Phone : +62-361 8492 888

Fax : +62-361 8492 999

Web : www.sofitel.accor.com

**During the check-in process, delegates are advised to apply social distancing protocol and keep the mask on until inside the hotel room.*

The use of a non-cash method of payment for the hotel expenses is highly preferred.

10. *Arrival and Departure*

All Participants are required to show a COVID-19 free test result document (PCR Test is preferred) at the departure airport. The airport will then provide a validation letter that the participants need to carry during the visit. Please notice that the validity period of PCR test is 14 (fourteen) days.

Prior to departure, all participants are also required to download the Indonesia Health Alert Card (eHAC) application via App store (IOS device) or Google Play (Android device) and complete the registration form. **The eHAC QR Code is a requirement for the entry at Bali Ngurah Rai Airport, the meeting venue, and hotels in Bali.**

VIP

VIP facilities at I Gusti Ngurah Rai Airport, Bali, Indonesia will be extended to Ambassadors as heads of delegation. Participating countries are kindly requested to inform the Organizing Committee, Directorate of Protocol of the Ministry of Foreign Affairs of the Republic of Indonesia with a copy to the Directorate of Public Diplomacy, of their itinerary no later than 27 November 2020.

Other Delegates

Other Delegates will have to go through normal entry and exit lanes at the I Gusti Ngurah Rai International Airport. The 13th Bali Democracy Forum Organizing Committee will set up a Hospitality Desk at the airport to provide assistance to all delegates upon arrival and



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departure from I Gusti Ngurah Rai International Airport. The Organizing Committee will be on duty from 9-11 December 2020 at the I Gusti Ngurah Rai International Airport. To facilitate hospitality arrangements, the itinerary of delegates should be conveyed to the Organizing Committee, Directorate of Protocol of the Ministry of Foreign Affairs of the Republic of Indonesia with a copy to the Directorate of Public Diplomacy, no later than 27 November 2020.

For further inquiries regarding protocol arrangement, please contact:

Mr. RM Virgino Rikaryanto

Mobile : +62 878 8657 4338

Email : virgino@kemlu.go.id

Phone : +6221 381 3480 ext 3303

11. Media

Media Center

A Media Center will be established at the venue in order to facilitate the work of journalists accredited to cover the meetings. The media center will be operating from 9-11 December 2020.

Media / Press Registration

Online registration for members of the press to attend the 13th BDF opens from 09.00 to 19.00. Member of the press who wish to cover the events will be required to register at <https://bdf.kemlu.go.id>. **Any request for registration beyond the specified deadline will not be processed.**

After successful registration, each applicant will receive confirmation and further notification by e-mail.

For further information regarding media accreditation, please refer to Media advisory document which also available at <https://bdf.kemlu.go.id>.

Members of the press must personally obtain their badges at the registration counter located at the venue **on 8-9 December 2020, at 9 am – 5 pm** by showing their confirmation letter and valid ID.

Please be advised that all updates on media arrangements will be announced through <https://bdf.kemlu.go.id>.

For further inquiries regarding media arrangements please contact :

Contact Person : **Mr. Jopkie Kurniawan**

Mobile : +62 811 8672 728

Email : jopkiekurniawan@kemlu.go.id



12. General Information

Internet Facilities

Wireless internet facilities are available in the meeting room and media centre. Office equipments and internet facilities are located at the hotel business centre. Delegates are responsible for all costs they incur at the business centre.

Medical and Sanitary Services

Medical facility for the delegates will be provided at the venue for minor illnesses. Any major treatment will be carried out at the local hospital, where a 24-hour medical service will be available and a general practitioner will be working on duty throughout the day.

Temporary isolation room for COVID-19 suspect prior to evacuation is provided in the venue. COVID-19 suspects will be then transferred to COVID-19 designated hospital in Bali.

Several hand sanitizer equipment will be placed within hotel and meeting area.

Points of contact throughout the venue and hotel will be disinfected regularly.

Delegates are advised to bring personal COVID-19 prevention equipment including mask and hand sanitizers.

Delegates will be responsible for the costs incurred of any hospital treatment, and should therefore ensure that they have appropriate insurance coverage prior to traveling.

Climate and Weather

Bali has a tropical climate with high humidity. The average temperature is 30° Celsius (86° Fahrenheit).

Local Time

Bali local time is one hour advanced from Jakarta time
GMT +8: *Waktu Indonesia Tengah (WITA)* / Central Indonesian Time

Organizing Committee

For more information, please contact:

Organizing Committee of the 13th Bali Democracy Forum

Directorate of Public Diplomacy

Directorate General for Information and Public Diplomacy

Ministry of Foreign Affairs of the Republic of Indonesia

Address : Jl. Taman Pejambon No.6, Jakarta Pusat, 10110
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Contact Persons:

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Secretariat and Registration (ID Badges, Accommodation and others)

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Proceedings / List of Speakers

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Bali Civil Society and Media Forum (BSCMF)

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Jakarta, October 2020