

Note for Information

CCS-M Training Course 3 (T3): Communicating CCS to the Public, 18-21 February 2014, Bandung, Indonesia

Accommodation	Hotel Horison Jalan Pelajar Penjuang 45 No. 121 Bandung Phone 62 22 7305000 web: www.horisonbandung.com email: reservation@horisonbandung.net
CCOP Group Hotel Room Rates	Superior Single \$ 72 /room/nett/night Superior Twin \$ 72 /room/nett/night Included : <ul style="list-style-type: none">• Breakfast• Welcoming drink• Free Internet in the room <p>CCOP, as the organizer, will reserve the hotel rooms on behalf of all delegates. Single rooms will be automatically reserved for each nominated delegate both sponsored and own-cost unless requested otherwise. Cancellation of room or no show will incur one night room charge which will fully be borne by the delegate. Any inquiry with regards to room reservation should be directed to the organizer.</p>
Meeting Venue	Meeting on 18th February –21st February 2014 Papandayan Room Level 2
Internet	In Room WiFi is available (Free)
Evening Functions	Welcome Dinner on 18 February 2014- <i>Malabar Coffee shop Lobby level- Horison</i>
Airport Transfer	Round-trip transfer service is arranged & provided according to flight schedules. A representative from the Hotel will wait at the arrival hall with a signage " CCOP "
Visa Requirements	CCOP participants will receive " <i>Acceptance Letter</i> " issued by the <i>CCOP TS as organizer</i> via E-mail for the travel approval from their organizations Note: The delegates must possess a passport valid for at least six months upon arrival.

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Sponsorship	<p>Daily Subsistence Allowance (DSA): will be distributed to sponsored participants at registration on 18th February from 8:30-9:00 am. This DSA covers accommodation (based on single occupancy rate), meals and any incidental expenses. Sponsored participants are to settle the payment of their room and personal expenses with the hotel directly. In case of compulsory overnight transit, the cost of extra night(s) will also be calculated into the DSA and assistance can be provided for hotel reservation.</p> <p>Air-tickets: Sponsored participants are kindly requested to purchase the air-ticket for reimbursement upon the provision of original receipt indicating CCOP-approved airfare.</p>
Travel Insurance	Delegates are strongly recommended to obtain the travel insurance plan that suits their needs.
Activity Record	<p>A USB drive will be provided to all participants to record the presentations, final list and contact details of delegates and some pictures.</p> <p>A 1-day field work is planned in Bandung & vicinity. Please bring appropriate field shoes, cotton shirt/pants, caps, backpacks, camera, umbrella/raincoat, etc. More details will be provided later.</p>
Currency	USD 1 ~ IDR 12,100 (as of February 2014)
Climate	February is still within the Wet Season with temperatures at 23-30 °C
Time Zone	GMT +7
For more information, please contact	<p>Mr. Simplicio P. Caluyong CCS-M Program Coordinator CCOP Technical Secretariat CCOP Building 75/10 Rama VI Rd., Phayathai, Ratchathewi, Bangkok 10400, Thailand Tel: +66 (0) 2644 5468, Fax: +66 (0) 2644 5429, Mobile +66 (0) 81 827 0527 E-mail sim@ccop.or.th, scaluyong@gmail.com Website: www.ccop.or.th/ccsm, Skype: Sim Caluyong</p> <p>Mr. Edi Purnomo Secretariat, Geological Agency Indonesia Mobile: +62 815605 4169 Email: edipurnomobgl@gmail.com</p>

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