



The 24th of Caretakers of the Environment International Conference
Biodiversity and Culture
Lawang, East Java- Indonesia, 4-10 July 2010

Dear CEI 2010 participant,

We have been officially notified of your participation in the 24th of Caretakers of The Environment International Conference, which will be held in Lawang, East Java from 4 to 10 July 2010. Please find further details in connection with the Conference. We will do our best to make sure that since arrival you are safe and sound until you leave back home

A. Acknowledgement

Since this is a very important document, we need to make sure it reaches your team successfully. Please acknowledge receipt of this document.

B. Welcome to East Java – Indonesia

The total area of East Java includes an area of land measuring 47,922.48 sq. km, and a marine area measuring 110,000.00 sq. km. The total number of isles and islands are recorded at 74. Thus, the total area of East Java as a whole is 157,922,48 sq. The area of sea is 110.000.00 sq. km, and the number of isles and islands are 74. They consist of low lands up to volcanoes of more than 3000 meters above sea level, coastal area with mangrove forests, ports and harbors and low land and highland forests. The patterns of area in East Java include housing areas, rice field areas, plantation areas, forest areas, fishery areas, animal husbandry areas, and others.

The capital city of East Java is **Surabaya**. The Juanda International Airport or will be the place for most international/national participants arrival The airport itself serves international flights from most South East and East Asia Countries and also most of domestic flight to other big cities in Indonesia. Surabaya is a reference of East Indonesian Region in the field of industry, trade and education. The Surabaya citizen is now around 2.941.820 people living in this city which is 90 people / Hectare dense, and grows around 1,749% /year. The citizen of Surabaya consists of a plural culture.

Conference site will be located in Lawang, about one and half our by car from Surabaya. You will stay in a room with bathroom. The address of the conference site is:

UPT Pelatihan Kesehatan Masyarakat. Murnajati- Lawang. Kab. Malang.
Jl. Argotunggal, No 01. Lawang.
telp. +62 341 426013; +62 341 426019
East Java. Indonesia.

Accommodation for the conference is for 7 nights (4 July to 10 July). If you plan to arrive before 4 July or depart after 10 July, inform CEI 2010 to book the room for extra nights. There will be an extra charge of Rp 130.000/person/night, inclusive of tax and service charges. Each room can accommodate two/three persons. You are of course at liberty to use other accommodations for the non-conference nights. Please complete the room booking form, and return it before June 15th 2010.

Inform the CEI 2010 secretariat as soon as your official travel plans (including dates and times of arrival and departure, carrier, etc.) are confirmed.

C. Time zone

Time in East Java is based West Indonesia Time ie., 7 hours ahead GMT. (5 – 6 hours ahead of West European Countries).

D. Climate

The average daily temperature in the lowlands is about 23 – 33 degrees centigrade (73,4 – 91,4 F);, and is considerably lower in the mountains at high lands and volcanoes around 0 – 25 degrees centigrade (32 – 77 F), the low is during day time. The air humidity is high, as high as 90 degrees. Indonesia's equatorial tropical climate has only two seasons, the dry season between April and October, and the rainy season from November to March. However, as the effect the global warming the climate weather can change very quickly. Long summer or raining in the middle of the dry season will be a common thing to find here. The rainfall varies from island to island and often from area to area.

E. Visa and Custom Regulation

All travellers to Indonesia must be in possession of passport valid for at least six months from date of arrival and have proof (tickets) of onward or return passage.

Free Tourist Visa: Immigration authorities provide Free Tourist Visas for a period of 30 days to nationals from 11 countries only on the basis of reciprocity. These countries are Thailand, Malaysia, Singapore, Brunei Darussalam, the Philippines, Hong Kong SAR, Macao SAR, Chile, Morocco, Peru and Vietnam.

Visa on Arrival: Visa On Arrival has been given to nationals from 38 countries. These are Australia, Argentina, Brazil, Denmark, Canada, Finland, France, Germany, Great Britain, Greece, Hungary, Italy, Japan, Norway, Poland, South Africa, South Korea, Switzerland, Netherlands, New Zealand, Taiwan, the United Arab Emirates and the United States, Austria, Belgium, India, Ireland, Kuwait, Luxemburg, the Maldives, Egypt, Oman, Portugal, Qatar, the People's Republic of China, Russia, Saudi.

This Visa on Arrivals can be obtained in the Airport; and it valid for 30 days and may be extended with the permission of the Indonesian Immigration under the following conditions: natural disaster (occurs in the place visited by the tourist); the traveler is ill or meets with an accident during their visit. The VOA is valid for a minimum period of seven days and a maximum period of thirty days.

The costs involved are USD 10 for a seven-day and USD 25 for a thirty-day visa. The visa can not be exchanged for another legal residency and can not be extended. For a stay of more than thirty days you should request your visa at the Indonesian embassy in The Hague or in your country of residence as before.

Other nationals must apply for visa at Indonesian Embassies or Consulates in their home country. Furthermore, the visa cannot be replaced with any other forms of immigration letters.

Customs allow one liter of alcoholic beverages, 200 cigarettes or 50 cigars or 100g of tobacco and a reasonable amount of perfume per adult. Cameras, video cameras, portable radios, cassette recorders, binocular and sport equipment are admitted provided they are out on departure. They must be declared to Customs.

Prohibited are firearms, narcotic drugs, pornography, transceivers and cordless telephones. Chinese traditional medicines must be registered by Depkes RI. Films, pre-recorded video tapes and laser disks must be screened by the Censor Board.

F. Registration

If your team has not yet returned the Registration Form, or wishes to amend the version which has already been sent to us previously, this is the time to do it. If there are unpaid conference fees, this is also the time to complete payment. We are also looking forward to receive email/fax your payment receipt, if you haven't done it.

We require all participants below 18 years old to have full consent from their parents/guardians/wards for their participation in this conference and all the activities and events there in, and for the teacher-in-charge to be the temporary guardian of these participants during the period away from home. We expect this requirement, together with whatever legal and/or procedural details, to be met by the school/organization which is putting together its team of delegates prior to the team's departure from home. We strongly recommend that the team compiles a list of names and phone numbers of the person(s) to contact in case of an emergency (parents / guardian / ward / next-of-kin of every member of the team). The team leader should carry a copy of this list at all times. If the team wishes, it can deposit an extra copy with the Conference Secretariat on arrival.

G. Project Presentation

Project presentations will take place on the Monday, 5 July 2010. These will be joint presentations on the joint project you have been working on with your partner school. There will be a slot on Sunday evening or Monday morning to meet with your partner schools to plan your joint presentation. You will need to decide with your partner school what the title of your joint project will be and let me know the title for inclusion in the timetable.

The joint team has 15 minutes for their presentation, and another 15 minutes is reserved for questions-and-answers.

Every presentation venue will have a computer, video projector, whiteboard, and a basic PA system (hand-held wired microphone, amplifier and loudspeaker). If your team requires additional audio-visual facilities, inform us as soon as possible.

As scheduling is very tight, and as we all wish to be fair to all teams, it is extremely important for every joint team to keep to within its 15 minutes of presentation time. We strongly recommend that all teams rehearse their presentations properly beforehand. Time your rehearsals, and trim the contents of your presentation until you are confident that you can complete your presentation within 15 minutes.

Soon, we email you list of person in charge in every delegation to help you get in touch and make partnership before the conference.

Also, we plan to include all project descriptions in our Conference Programme Book. Please send your project descriptions in 300-350 words soon if you haven't done it yet

H. Project Exhibition

On Monday, July 5th 2010, in opening day, we will have a sharing time when all participants are encouraged to share any environmental education activities held in their school/ institution or area. Simple boards will be provided in an exhibition area to display details from your project

Each project will have an area sufficient for displaying one A0 size poster (i.e., 84 x 119 cm, portrait orientation). A combination of posters with a total area not exceeding is also possible. We do not have the facilities or materials for you to prepare the exhibition in exhibition venue or in the bungalow. Please bring ready to display's material.

I. National Flag

Please bring with you two flags. One for a member of your delegation to carry in the parade of flag at the opening ceremony, at the end of the march in, the flags will be placed on stage in the conference auditorium.

Another flag will be placed in front of the conference building, and will remain there until the end of the conference. If the team plans to use its flag for some other purposes, it will have to bring an extra flag.

Also, send to us an electronic image of the flag of your country (300-500 K file size, jpg format). This will be used to identify the team on formal occasions if and when appropriate.

J. Cultural Evening performance

There will be chance for each country to present one cultural item at an International Evening on Thursday, 8 July 2010. If there is more than one delegation from a country, you will need to get together and agree what you will present. Each country will be allowed a maximum of 5 minutes, enough time for one song, one dance, or equivalent, as there are currently 20 countries registered and everyone deserves a chance to perform

Remember to bring what is needed for the performance, such as music (on CDs); musical instruments; costumes and accessories, etc

K. What to bring

1. Clothing:

Please take the most comfortable light clothing, we will have activities on site dealing with water, dirt and muddy soil. During programmes, we will have them at non formal atmosphere. There will be one – two occasion with formal dress; also one cultural event during the programme, you might take a suitable one.

During evening and nights, temperature can drop to around 10 – 15 degrees centigrade (50 – 59 F), it is advisable to wear sweater or light jackets. Umbrella and /or rain coat is advisable. Laundry service is available at site.

2. Shoes :

For field activities, proper shoes or boots are better as we are going to deal with water and muddy soil. For daily activities, sandals or open laced shoes or pantofels without socks are proper. We might have to take off often our shoes inside buildings.

3. Toiletries:

Please take your own (bath) towels for field trip activities. Toiletries is also advisable to take; although they can be bought on site. Paper towel are mostly not available; better to prepare of your own

L. Health

Please take your personal medicines. First aid medicines are ready at all time. A pharmacy is within 5 minutes walking distance from the conference site. If you have allergies to pollen, insect bites, please take your prevention, or we might prepare some local lotions / oils (such as citronelle) to avoid insect bites, including mosquito repellent. Also take you sun screen protection as the sun might be strong. The sun is strong throughout the year in the country. Proper care against sunburn must be constantly taken. Dehydration and loss of salt through perspiration are two other common problems for the unprepared traveller. Drink plenty of fluids and replace your salt loss. Make sure you pack clothing suitable for a warm humid climate.

M. Meals

Meals prepared will be mostly local meal (Rice and local dishes – quite spicy, lighter than Indian meals) and international meal; for breakfast we try to prepare according to (simple) continental standard. Based on halal muslim food, there will be no pork and alcoholic drinks at meals during programmes. Please inform if there is any special meal you might need. Generally, the level of food hygiene throughout the country is ok. However, if you eat out of the provided place (outside the site) make sure your food and drinking water are safe. Food from street vendors should be treated with care. Drink only bottled or boiled water, or carbonated (bubbly) drinks in cans or bottles. If possible, avoid tap water, fountain drinks, and ice cubes. Bring along iodine tablets and portable water filters to purify water if bottled water is not available. However, on site, the drink water will be available for you. Also, always wash your hands often with soap and water. As an extra precaution, bring along anti-diarrhea medication and an antibiotic prescribed by your doctor to self-treat moderate to severe diarrhea.

N. Dietary Requirements

Inform us if you have known allergies, diet restrictions, or other health conditions which we need to be aware of in advance.

O. Electrical equipment and Communication

Electricity is 220 Volt 50 cycles and a two-pronged plug. We also have few LCD beamers and some overhead projectors. Wifi will be available in the conference site. However, participants are also welcome to bring their own notebook computers.

Long distance calls within Indonesia are by direct dial. International Direct Dial (IDD) is available from major cities and hotels to 240 countries. Long Distance, IDD and facsimile services are also available at the telecommunications offices (Wartel).

If possible and convenient, prepare to bring a mobile phone. If you have a GSM handset or CDMA handset, it is more economical to buy a prepaid SIM card after arrival in Indonesia. The cost is about US\$ 5 . Use of a local SIM card is much less expensive than using roaming service which routes all calls through your home country.

P. Do and Don'ts

Although handshakes are generally acceptable for both men and women, some Muslim ladies may acknowledge introductions to gentlemen by merely nodding and smiling.

A handshake should only be initiated by ladies. The traditional greeting or salam resembles a handshake with both hands but without the grasp. The man offers both hands, lightly touches his friends' outstretched hands, and then brings his hands to his chest to mean, "I greet you from my heart". The visitor should reciprocate the salam.

It is polite to call before visiting a home. Shoes must always be removed when entering a home (except in several common rooms) Drinks are generally offered to guests, it is polite to accept.

The right hand is always used when eating with one's hand or giving and receiving objects. The right forefinger is not used to point at places, objects or persons. Instead, the thumb of the right hand with four fingers folded under is the preferred usage.

Shoes must be removed when entering places of worship such as mosques and temples (except churches). Some mosques provide robes and scarves for female visitors.

Taking photographs at places of worship is usually permitted but always ask permission beforehand.

Toasting is not a common practice in Indonesia. The country's large Muslim population does not drink alcohol.

Next notice will be dispatched in mid-June with updates and last minute reminders

- 2 Entry procedure on arrival
- 3 Field trip activities
- 4 Optional workshop
- 5 Room arrangement
- 6 Location of reception counter and meeting point at the airport
- 7 Contact telephone numbers
- 8 Various other reminders