



Ready to Join Us in Indonesia?

Dear Participant,

On behalf of The International NGO Forum on Indonesian Development (INFID), CIVICUS and Counterpart International, we would like to thank you for your interest in participating in the fifth regional workshop of the Civil Society Innovation Initiative (CSII).

Throughout the event you will be working hand in hand with a select group of civil society leaders, international donors and non-for-profit organizations in building the vision for a regional civil society innovation and support hub to be established to support civil society in Asia Pacific region. With your ideas and perspectives you will contribute directly to a comprehensive effort, simultaneously taking place in five other regions across the globe, to define how best to support civil society through demand-driven and cutting-edge CSSI hubs.

In anticipation of our work ahead, we would like to share with you a few important notes of a logistical nature:

Venue: The workshop and accommodation will be at the Novotel Nusa Dua hotel located in the heart of Bali Tourism Development Complex in Bali, Indonesia (<http://www.novotelnusaduabali.com/>)

Event registration: A sign-up table will be available outside the main meeting room from 8:00 AM – 9:00 AM on Wednesday, August 12 for participants. It is important that you pass by this table to confirm your arrival and to receive all pertinent material.

Site: Workshop proceedings will take place at the hotel. Further details will be provided in advance of the first day and at the event registration.

Meals: Your accommodations include a free buffet breakfast in the hotel. Lunch will be provided during the three days of the event. For those who arrive on Tuesday, August 11, you are invited to meet for an informal pre-workshop 'meet and greet' at 6:30 PM in the hotel. Substantial hor d'oeuvres and non-alcohol drinks will be served. Alcoholic drinks may be purchased separately. The exact location of the pre-Workshop 'meet and greet' will be provided upon check-in at the hotel.

Social events: A schedule of evening social events and dinner arrangements will be announced on the first day of the workshop.

Accommodation: Your room has been reserved through Saturday, August 15. Lodging costs and taxes will be covered by the workshop organisers. Any other additional expenses (e.g. laundry, mini-bar, phone calls, etc.) will have to be paid directly by each participant. *No per diem or incidental expenses will be provided or covered by Counterpart International or CIVICUS.* For any questions in regards to your room reservation, please contact Brenda Madisha at Brenda.Madisha@civicus.org.

Internet: The hotel will provide free Internet access via WiFi. Please ask for the password upon checking-in.

Flights and Airport transfers: Your flights will be arranged by the event organizer and will cover all associated costs. Please note that flight schedules cannot be changed without confirmed from Brenda Madisha, who can be reached at Brenda.Madisha@civicus.org.

Please also coordinate directly with Ms. Brenda Madisha to also reconfirm your airport transfer upon arrival in Indonesia. In case of delay within the Immigration/Customs area please notify the hotel either by letting another CSil participant travelling with you know that you may be delayed (lost luggage, etc.) or call the following number +62 361 848 0555. Please exit the Customs area and look for a placard with the Novotel Nusa Dua name. In planning your airport transfer on the date of your departure, please take into account traffic patterns, particularly heavy around noon.

Additionally, you may call Sekar Panulu at The International NGO Forum on Indonesian Development at any time during the workshop for urgent matters. She can be reached at +62 856 4900 3744 or by email sekar@infid.org

We hope this responds to your immediate questions. For any other comments or inquiries, feel free to contact Anna Avagyan at aavagyan@counterpart.org, and/or Cecily Rawlinson at cecily.rawlinson@civicus.org.

Thank you very much for joining us in this important initiative.

Sincerely,

The International NGO Forum on Indonesian Development, CIVICUS and Counterpart International