



LOGISTIC NOTE

ASEAN Civil Society Conference (ACSC) / ASEAN People's Forum (APF)

Dates : 19-21 September 2024
Location : *Escola Secundaria Técnica Vocacional-Grupo de Tecnologia e Indústria (ESTV-GTI) Becora*

Introduction

The National Organizing Committee (NOC) of Timor-Lesté warmly welcomes you to the ASEAN Civil Society Conference/ASEAN Peoples' Forum (ACSC/APF), which will be held on 19-21 September 2024 in Dili, Timor-Lesté. This Logistic Notes serves as a guideline to provide necessary information related to the conduct of the Conference, including information on logistical and administrative arrangements. Should there be any amendments or additional information, you will be informed by email through the NOC's Secretariat. **Please be advised that all arrangements for travel, visa and accommodation, as well as related expenses, are the responsibility of participants.**

For any inquiries related to the Conference, please contact the Secretariat by email at: apfacsc@gmail.com

Registration Fee

International Participants: US\$20 per person
National/Timorese Participants: US\$10 per person
Convergence Space Fee: US\$75
Side Event Fee: US\$50
(All Fees payable onsite)

Venue

The ASEAN Civil Society Conference / ASEAN People's Forum (ACSC/APF) 2024 will take place on 19-21 September 2024 in Dili, Timor-Leste at the *Escola Secundaria Técnica Vocacional-Grupo de Tecnologia e Indústria (ESTV-GTI) Becora*.

<https://maps.app.goo.gl/dBUjiePXNDAZqBxa7>

ESTV-GTI is a school located in Becora Village, part of Cristo-Rei Administrative post, Dili Municipality. The school was founded by Governor Eng. Mário Viegas Carascalão's time, on November 2, 1987 and inaugurated by Indonesian President Soeharto called STM (Sekolah Teknik Menengah).



Note:

- Lunches during 3 days will be provide in the Canteen School Space
- Morning and Afternoon Coffee Break will also be provided outside the Conference Hall (Snacks will be provided in boxes)
- Internet Wi-Fi accessible at the venue.

The Hall – Convergence Space - Side Events

Technical equipment will be available inside the venue both in the Hall and Convergence Space / workshop (On classroom) and Side Events such as projectors, microphones, sound systems (computers are not available) and fans. Laptops can be provided by the NOC TL Program team or use your own if possible. Each class can accommodate 40 - 70 participants while the Hall room can accommodate more than 500 participants.

8 Classroom for the Convergence Space, 2 Classroom for indoor side events and 12 outdoor space provided for the side events.

NOC TL is committed to reducing plastic waste. As part of this effort, during the ACSC/APF activities, we will provide gallons of drinking water. Participants are kindly advised to bring their own drinking water bottles to refill and help us minimize single-use plastic consumption. Thank you for your cooperation in supporting a more sustainable environment.

Getting to Timor-Leste

AIRLINES

Dili is well-connected internationally with direct air services daily nonstop route from Denpasar (Bali), from Singapore once in a week and from Darwin (Australia) three times in a week. The airlines that run these flights are **Aero Dili, Citilink and Air North**. With the route and local time as follow;

✓ **AERO DILI**

Monday – Saturday : Dili – Denpasar (Bali) 09:00 – 09:00
Denpasar (Bali) – Dili 10:35 – 13:25

Sunday : Dili – Denpasar (Bali) 11:45 – 12:40
Denpasar (Bali) – Dili 13:25 – 16:15

Dili – Singapore 17:00 – 20:00 : Saturday

Singapore – Dili 01:30 – 06:30 : Sunday

✓ **CITILINK**

Citilink Indonesia is operating the Denpasar-Dili round-trip flight daily. The airline's Airbus A320 aircraft departs from Denpasar at 9:25 AM local time and lands in Dili at 12:20 PM local time. Then, the flight back from Dili to Denpasar departs at 1:20 PM local time.

✓ **AIRNORTH**

Monday & Friday, depart 06:35 AM and arrival in Dili at 07:25 AM local time.

Wednesday, depart 08:00 AM and arrival in Dili at 08:50 AM local time.

LAND TRAVEL

Journeying over land between West Timor and Timor-Leste, there are daily air conditioned minibus and buses services linking the capitals of Kupang and Dili via the border crossing near Batugade. It is an arduous 12 hour trip through beautiful rolling hill country and along the scenic coastline west of Dili. All nationalities, with exception of Portuguese and Indonesians, must obtain a Visa Application Authorization before arriving at the land border post. Mini bus service offered by two companies, both operate a daily service between Kupang to Dili and vice versa.

Timor Tour & Travel

Address Jl. Terusan Timor Raya No.77 Km. 8, Oesapa, Kec. Klp. Lima, Kota Kupang, Nusa Tenggara Timur (NTT) – Indonesia. Phone: [+62 856-4698-3777](tel:+6285646983777)

PT. Leste Oeste / Paradise Travel

Address Jl. Pulau Indah Km. RW.7, Oesapa Barat, Kec. Kelapa Lima, Kota Kupang, Nusa Tenggara Timur 85228 – Indonesia. Phone: [+62 813-3916-1593](tel:+6281339161593)

By Buses, there is 3 companies run a cross border and operate daily; **Babadok Express** cost (\$35/pax), **DAMRI** and **PT. BAGONG** (\$30/pax) Indonesian Bus. Departure from Terminal Type A Bimoku, Kupang, NTT at 06:00 AM WITA.

Accommodation

A. For International Participants (Not Covered by NOC TL):

Participants are recommended to arrange their own accommodation at nearby hotels. Below are some suggested options:

CHONG TI HOTEL

Avenida Xavier do Amaral (Estadio Nacional Oin) Rua Caicoli, Dili, East Timor – [Great location - show map](#)

Rate US\$30 / night Includes taxes and fees www.booking.com

The property has a 24-hour front desk, a shuttle service, room service, free Wi-Fi and room facilitated with air conditioning.

HOTEL AUDIAN

Rua. 15 Outubru, Audian, Dili, Timor-Leste <https://maps.app.goo.gl/hEx1aj8CPDUjTZek8>

Room Superior, Rate Room single US \$40 & Double US \$50

Does not include Laundry (1kg US \$5.00) and Breakfast (Pay separately US \$2.50)

Contact Number What's App +670 7466 3042

ROCELLA HOTEL

Rua 30 de Agosto (Antiga Rua Jose Maria Marques) Lecidere, Dili, Timor – Leste

https://www.tripadvisor.co.id/Hotel_Review-g297517-d8745380-Reviews-Rocella_Hotel-Dili_Dili_District.html?m=19905 Rate from US \$45/night Rocellahotel@gmail.com

M Y HOTEL

17de abril metiaut dili, Dili, East Timor – [Show map](#)

Rate US\$60 / night; Includes taxes and fees; www.booking.com

Buffet breakfast included, Free cancellation before 6:00 PM, No prepayment needed – pay at the property, Air-conditioned rooms with free Wi-Fi, Airport shuttle (free)

HOTEL CALIFORNIA

Estrada da areia branca S/N, Metiaut Becari Timor -Leste, Díli

Deluxe Room US \$50/night; Suite Room US \$60/night; Twin bed US \$90/night including breakfast, laundry, AC

californiahoteldili@gmail.com

EXCELSIOR RESORT

Pantai Kelapa, 2870665 Dili, East Timor – [Good location – show map](#)

Rate US\$75/night (Standard Double Room); Includes taxes and fees; www.booking.com / https://www.tripadvisor.com/Hotel_Review-g297517-d2182697-Reviews-Excelsior_Resort-Dili_Dili_District.html?m=19905

Airport shuttle (free), Free Wi-Fi include breakfast

B. For the Chair of the NOC from Each Country:

The NOC Chairpersons are provided with accommodation at the California Hotel <https://maps.app.goo.gl/5YUJjeS6Yq3wViY58> Estrada da areia branca S/N, Metiaut Becari Timor -Leste, Díli. which are from 18 September to 22 September 2024. This arrangement includes complimentary breakfast and transportation to and from the conference venue.

Visa

Visas can be obtained on arrival (VoA), the cost is 30 USD for 30 days, which is payable in cash on arrival at Dili International Airport or via the border crossing (land).

Requirements:

- Valid passport with at least six months validity from your arrival date.
- Completed arrival card (typically provided on the plane) at the airport or border.
- When you arrive into Timor-Leste, you are legally required to complete an Electronic Customs Declaration form through below link:
<https://tilesw.customs.gov.tl/#/eservice/traveller/declaration>
- Visa on Arrival (VoA); Malaysia, Singapore Cambodia, Laos, Vietnam, Brunei, Philippines, Myanmar and Thailand
- Visa Free: Indonesia

Transportation in Dili

1. Upon arrival at Dili Nicolau Lobato International Airport, representatives from NOC-TL logistic team will facilitate your transfer to the designated hotel. (Please inform us regarding your arrival date & time, so our team will arrange your transport from Airport to your Hotel).
2. During the three-day conference, travel between the hotel and the conference venue will be efficiently managed by the NOC-TL logistics team. To facilitate transportation during meeting activities, the team will provide public transportation via Microlet, ensuring smooth and timely transfers for all participants.
3. Getting Around in Dili;
 - a) **By Microlets**
 - Microlets are mini-buses that make up the main form of public transport in Dili, the capital of Timor-Leste.
 - Microlets are colour-coded and numbered (1 to 13). Each microlet is painted in a specific colour based on its number. Check out [TIMOR TODAY on Reddit](#) for information about the microlet numbers and colours.
 - Each trip costs 25 centavos (local coins equivalent to 0.25 USD).
 - There are no fixed stops. To stop a microlet, flag it along its route and hop on when it stops! When you are about to arrive at your destination, tap a coin on any metal railing around you to indicate that you would like to get off.
 - b) **By Taxi**
 - Taxis are a frequent sight on Dili's roads – there are lots of them, but operation is primarily limited to daylight hours. City fares vary between \$2-5 depending on the distance. Flag them down from the roadside or ask your accommodation to organise. Those that are available in the evenings charge higher rates and have to be contacted by phone.
 - With the yellow taxis, fares need to be negotiated prior to travel. In contrast the blue taxis provide a more consistent quality service, use taxi meters and are available in the evenings and early mornings if rung.

Currency & Exchange

Currency

Timor-Leste's official currency is the **United States Dollar (USD)**. The exchange rate as of 3rd September 2024 is USD 1 = IDR 15,400 Please note that the exchange rate is defined on a daily basis and changes might occur.

Exchanging Money

It is recommended to exchange your currency to USD while you are in Bali (airport or at a currency exchange office). In Timor-Leste there are not many currencies that can be accepted for exchange only the following currencies can be exchanged; **EURO, Indonesian Rupiah, and Australian Dollar**. There aren't many places to Exchange Money in Dili, The most popular ones with travelers are;

Money Changer Reference;

BANK MANDIRI

Address <https://maps.google.com/?cid=765317992792616545>

Phone +67073381112

Opening Hours Monday – Friday, 08:45 AM – 04:00 PM

GLOBAL EX (WESTERN UNION)

Rua de Colmera, Dili, Timor-Leste,

Phone **(+670) 332 1 586** / E-mail wunionet@yahoo.com.au

Buy and sell EURO, GBP, IDR, NZD (Competitive rates no Commissions)

ISLAND DREAM MONEY CHANGER (Quick service, Timor Plaza open 7 days)

Avenida 20 de Maio, Villa Verde, Dili, Timor – Leste

Money Changer, Competitive Rates, Euro, British Pounds, AUD, NZD, SAD, IDR

Phone **(+670) 7761 1000** / E-mail island_dreams2000@yahoo.com

It's worth noting that to keep customers safe, and to comply with the law, it's common for exchange services to ask for ID when you buy foreign currency. Bring your photo ID, such as a passport or driving license, when you arrange your exchange.

Payment Methods

In Dili ATMs available but only accept VISA, limited EFPOS facilities and only larger hotels, tour and dive companies accept credit cards. Unfortunately, all banks in Timor-Leste charge a withdrawal fee on their ATMs. The withdrawal fee is fixed at 5\$ and the maximum withdrawal amount on ATMs is 500\$ per transaction and 2000\$ daily. You can pay all your purchases during your stay in Timor-Leste either in cash or using credit/debit cards such as Visa, except for small shops where you will have to pay in cash as it is the only available option.

Health and COVID 19 Related Measures

Timor-Leste, like many nations, has implemented measures to address health concerns, particularly regarding COVID-19, in relation to international travel and have shifted towards a focus on vaccination documentation:

- PCR tests upon arrival are not required.
- Proof of complete COVID-19 vaccination is necessary for entry.

However, individuals exhibiting symptoms of COVID-19 upon arrival may be subject to medical examinations at the airport health facility and may also have entry restrictions or quarantine mandates for travelers coming from regions with high infection rates.

It's important to note that regulations can change.

For the latest information, consult reliable sources like:

- Timor-Leste Ministry of Health website
- Timor-Leste embassy or consulate in your home country
- Travel advisories from reputable sources

Timor-Leste Phone Sim-card

It's recommended that you buy a local prepaid SIM card at \$1 on arrival from a network branded store or the official Stores (at the airport and Timor Plaza Mall on the way into town from the airport). There is 3 providers; Timor Telecom, Telemor and Telkomsel. As a foreigner you'll have to show a passport for registration and the activation as per government regulations. These SIM cards typically offer various prepaid plans for voice calls, text messages, and data services. Both providers offer 2G, 3G, and 4G networks and coverage can be limited in remote areas. Top-Up vouchers are readily available at shops, convenience stores, and street vendors. The credit top up process can be found in the voucher and online top-up options might be limited for foreign visitors.

Important Note:

- **It does not guarantee that the internet you have activated will run smoothly, sometimes the Internet provider can run abnormally (lost signal). If you encounter this problem then what you need to do is; (1) Restart our phone (max 3 times) if it does not return to normal then (2) Contact the provider operator; you can ask for our help (NOC TL Team) to do this.**
- Consider your usage needs and choose a plan accordingly. Tourists may opt for prepaid data packages.
- Verify internet speeds and network coverage in your planned destinations.

Time Zone

Local time in Timor-Leste is 9 hours ahead of GMT (GMT+9) or from the UTC universal time.

Weather

September in Dili typically features warm, dry weather with average daytime temperatures ranging from 25°C to 31°C. However, occasional showers are always a possibility. It is recommended that you bring light, breathable clothing suitable for warm weather, sunscreen, sunglasses, and a hat are advisable for protection from the sun.

Electricity

The standard voltage in Timor-Leste is 220V AC, 50Hz. Pack a universal adapter if your electronics require a different voltage than the 220V standard. Consider bringing a portable power bank to ensure your devices stay charged, especially if you rely heavily on them.



Safety

- Violent and petty crime is not common in Dili, however, the risk increases at night and if travelling alone.
- Criminals sometimes target foreigners. Home invasions, while not frequent, do occur. Lock your accommodation, even when you're inside. Drive with doors locked and windows up.
- Travel as a group if you can, including when exercising outdoors. Don't use public transport or taxis alone, especially at night.
- Crocodile attacks are reported in the eastern districts and along the southern coast. Crocodiles have been seen on beaches and inland waterways, including in Dili. Follow local advice.
- Timor-Leste is in an active seismic zone. Earthquakes do occur and there is a risk of tsunamis. Familiarize yourself with earthquake security measures in hotels and public and private buildings. In the event of an earthquake, pay careful attention to local authority guidance.

Emergency Numbers

Local Emergency Numbers:

- Police: 112
- Red cross Ambulance: 110
- Firefighter: 115
- Timor-Leste country code: +670

In case you need any support, reach by phone or WhatsApp:

- Elisabeth Lino de Araujo- Chair NOC TL +670 7723 2075
- Fernando Ximenes – Program NOC TL +670 7796 9255
- Abrao Monteiro – Alt. Chair NOC TL +670 7804 5486
- Ricar Pascoela – Drafting NOC TL + 670 7505 4512 / 7702 5962
- Ines Sarmento – Logistic NOC TL +670 7843 9470