



BUILDING TRUST

PRE-ARRIVAL INFORMATION APAC

HR CONFERENCE 2026



JUNE 23 - 26, 2026



JAKARTA, INDONESIA



ARRIVAL FORM



IMMIGRATION
CLEARANCE



TRANSPORT



HOTEL




OTHER USEFUL INFO

Dear Participants,

Welcome to the **APAC HR Conference 2026**. We are pleased to host you in **Jakarta, Indonesia**. This guide provides essential information to help ensure smooth and comfortable arrival. Please read it carefully and complete all required steps prior to your departure. We look forward to welcoming you soon!

1

PRE-ARRIVAL INFORMATION



SCAN QR TO ACCESS ALL EVENT INFO

To help you stay prepared and informed, please scan the QR code to access the **"APAC HR Conference 2026" Linktree** for pre-arrival information, participant lists, and the agenda.

ON THE LINKTREE, YOU WILL FIND:

- PRE-ARRIVAL INFORMATION
- PARTICIPANT LISTS
- AGENDA

EVENT INFORMATION WILL BE AVAILABLE ON THE PLATFORM ON **16TH JUNE 2026**

2

MANDATORY ARRIVAL FORM & VISA

Please complete the **"All Indonesia Arrival Card"** <https://allindonesia.imigrasi.go.id/> within **3 days** prior to your arrival. After submission, please download and save the QR code on your mobile phone.

Passport holders from ASEAN Countries are also required to apply for a free **Visa Exemption**. Eligible travelers for a Visa On Arrival (VoA) may apply it through the same platform.

If you require a visa and have already obtained it, please **print and carry** a copy with you.

For further info on visa and entry requirements, please visit: <https://evisa.imigrasi.go.id/>



The screenshot shows the 'All Indonesia' logo at the top. Below it is a QR code. Under the QR code, it says 'Arrival Card Number 260418001888609' and a green 'Submitted' button. At the bottom, there are three buttons: 'Download Arrival Card' (dark blue), 'Apply for Visa Exemption' (blue), and 'Apply for Visa On Arrival (VOA)' (green). A 'Print' icon is also visible next to the 'Download Arrival Card' button.



3



IMMIGRATION CLEARANCE



ARRIVAL AIRPORT

Soekarno-Hatta International Airport (CGK), Jakarta



ARRIVAL TERMINALS

1



Terminal 1
Citilink

2



Terminal 2
Batik Air

3



Terminal 3
Most International Flights



AUTO-GATE IMMIGRATION



Most travelers can proceed through the **Auto-Gate** system for immigration clearance.



No additional manual immigration process is usually required unless directed by immigration officers.



PLEASE PREPARE



1. Valid passport (minimum 6 months validity)



2. e-Visa / Visa on Arrival (VoA) (if applicable)



3. Return or onward ticket



Keep these documents readily available (digital or printed), as they may be requested during immigration clearance.

4

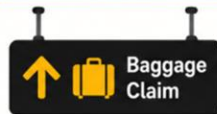


BAGGAGE COLLECTION



1

GO TO BAGGAGE CLAIM



After immigration clearance, proceed to the **Baggage Claim** Area in your arrival terminal.

2

CHECK YOUR CAROUSEL NUMBER

ARRIVAL			
TIME	FLIGHT	FROM	CAROUSEL
10:15	GA 837	Singapore	05
10:30	SQ 970	Singapore	03
10:45	MH 725	Kuala Lumpur	02
11:00	QZ 258	Denpasar	07

Check the flight information screens to find your **carousel number**.

3

COLLECT YOUR LUGGAGE



Proceed to the assigned carousel and **collect your baggage**.



FOLLOW THE SIGNS

Look for signs to Baggage Claim to guide you to the area.



CHECK THE SCREENS

Your carousel number may change, so always verify.



COLLECT & PROCEED

Once you have your luggage, you may proceed to the next area.



5



AIRPORT TRANSFER



OPTION A PRE-BOOKED AIRPORT TRANSFER

- 1** Proceed to the Golden Bird Counter and pay **IDR 360.000,-** (All in)
- 2** Show your confirmation number
- 3** Staff will direct you to your assigned driver and vehicle.



CASH



CREDIT CARD



QRIS

i Payment in Credit Card, Cash and QRIS. Please request a receipt from the counter.



OPTION B GRAB / GOCAR

- 1** Exit the Arrival Hall.
- 2** Follow the signs to the "Grab / GoCar" Pickup Area.
- 3** Book via the app or ask their staff for assistance.

OR



ESTIMATED FARE **OPTION B ONLY**
IDR 170.000 - 250.000
(Grab/GoCar only)



ADDITIONAL TOLL CHARGES
IDR 20,000 - 25,000



Fares may vary depending on traffic and demand (surge pricing).

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HOTEL INFORMATION

DISCOVERY
HOTEL SCBD

DISCOVERY HOTEL SCBD

SCBD Lot 11, Jl. Jend. Sudirman kav 52-53 Senayan, Kec. Kby. Baru, Jakarta, Kebayoran Baru, South Jakarta City, Jakarta 12190



Phone:
(+6221) 5080 8777



<https://discoveryscbd.com/>



HOTEL STAY



CHECK-IN
15:00



CHECK-OUT
12:00



ROOM RATE

IDR 2,200,000
Net / Night
(Single Occupancy)

- ✓ Breakfast Included
- ✓ Internet Access
- ✓ Taxes & Service Charges Included



MEETING PACKAGE

IDR 800,000
Net / Person / Day

- Includes:
- ✓ Lunch
 - ✓ Snacks
 - ✓ Beverages During Workshop Sessions



PAYMENT INFORMATION



All charges are payable by each participant **upon check-out.**



Please settle payment at the hotel front desk during check-out.

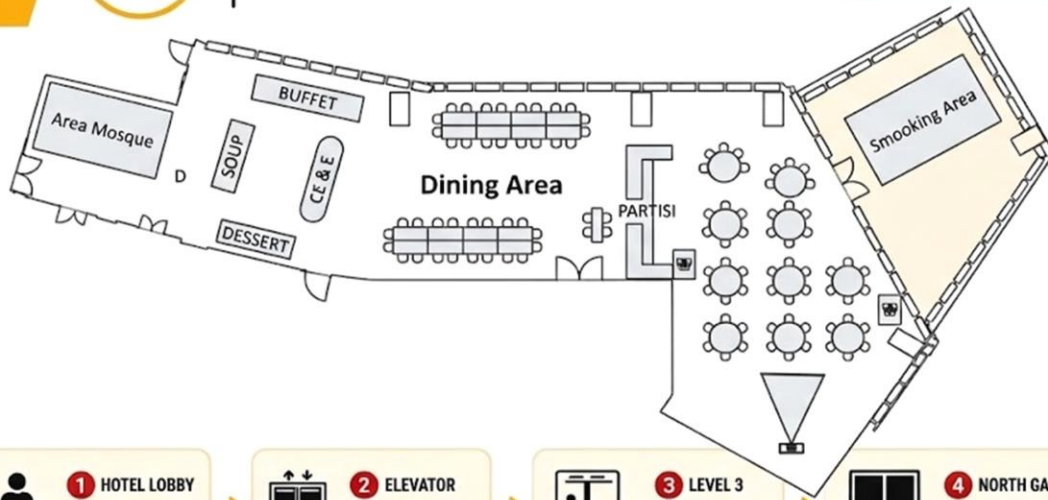


7



MEETING ROOM

**NORTH GALLERY
LEVEL 3**



REGISTRATION AND WORKSHOP SESSIONS WILL BE HELD AT NORTH GALLERY, LEVEL 3.

8



TEAM BUILDING DRESS CODE

MALE		FEMALE	
	TOP Event shirt (provided)		TOP Event shirt (provided)
	BOTTOM Long pants or tailored shorts (e.g., chino pants, jeans, or shorts)		BOTTOM Long pants, skirts, or knee-length shorts
	FOOTWEAR Sneakers, casual shoes		FOOTWEAR Sneakers, casual shoes
	OPTIONAL Cap/hat for sun protection		OPTIONAL Cap/hat or visor for sun protection
	RECOMMENDED Sunscreen and sunglasses for sun protection		RECOMMENDED Sunscreen and sunglasses for sun protection

AVOID Slippers/sandals



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OTHER USEFUL INFORMATION

1 CURRENCY



Indonesian Rupiah (IDR)

- Cash widely used
- QRIS (Quick Response Code Indonesian Standard) available
- Credit & Debit Cards widely accepted
- ATMs & Exchange Counters available

It is advisable to carry some cash for taxis and small vendors.

2 LOCAL WEATHER FORECAST (JUNE)



DRY SEASON

Daily Average Temperature

30°C – 31°C

- Generally drier and sunnier
- Less humid
- Low rainfall

Source: <https://weather.bmkg.go.id/>

3 ELECTRIC OUTLETS



Plug Types:

C & F

Voltage:

230V

Frequency:

50 Hz



Bring a travel adapter if required.

4 CITY GUIDE



- Attractions
- Restaurants
- Shopping
- Local Experiences

Explore Jakarta

<https://www.nowjakarta.co.id/>

Discover Jakarta



TRAVEL TIP:



Keep some Indonesian Rupiah (IDR) for small purchases and transportation, while using QRIS or cards for most other transactions.



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LOCAL COMMITTEE

Need Assistance? Contact Our Team



Nanang Qosim

+62 812 6821 1979

qosim.nanang@id.sika.com



GENERAL INFORMATION



Difa Junearva

+62 858 8006 0250

anggia.difa@id.sika.com



VISA FORMALITIES



Siis Mutiara

+62 896 0122 0973

mutiara.silis@id.sika.com



ACCOMMODATION & TRANSPORTATION



Lukman N. Hakim

+62 877 7645 4485

hakim.lukman.nul@id.sika.com



MEETING & TEAM BUILDING SUPPORT



Aditya Artar

+62 855 1111 1338

artar.aditya@id.sika.com



OHS DOCTOR



We look forward to welcoming you to Jakarta for the APAC HR Conference 2026.



USEFUL INDONESIAN PHRASES

Quick Language Guide for Your Visit to Indonesia

GREETINGS

00.00 – 11.00



Selamat Pagi
Good Morning

11.00 – 15.00



Selamat Siang
Good Afternoon

15.00 – 18.00



Selamat Sore
Good Afternoon / Good Evening

18.00 – 23.59



Selamat Malam
Good Evening

(Optional)



Selamat Tidur
Good Night

EVERYDAY EXPRESSIONS



Apa Kabar?
How are you?



Baik, saya baik
I'm fine



Ya
Yes



Tidak
No



Terima kasih
Thank you



Sama-sama
You're welcome



Saya mengerti
I understand



Saya tidak mengerti
I don't understand

