



MEDIA ADVISORY

ASEAN
INDONESIA
2023 

ASEAN MATTERS:
EPICENTRUM OF GROWTH



43rd ASEAN Summit and Related Summits

Jakarta, 5-7 September 2023

MEDIA ADVISORY

A. GENERAL INFORMATION

1. The Government of the Republic of Indonesia will host the 43rd ASEAN Summit and Related Summits in Jakarta from 2-7 September 2023. Meetings will be held at the following venues:

Jakarta Convention Center (JCC)

Jalan Gatot Subroto No.1, Kec. Tanah Abang
Jakarta Pusat, DKI Jakarta 10270

ASEAN Secretariat

Jalan Sisingamangaraja 70A, Kec. Kebayoran Baru
Jakarta Selatan, DKI Jakarta 12110

The Mulia Hotel Senayan Jakarta

Jalan Asia Afrika Senayan, Kec. Tanah Abang
Jakarta Pusat, DKI Jakarta 10270

B. MEDIA REGISTRATION

1. All media are required to register at <https://asean2023.id/> in the Media Registration menu or at <https://media-registration.asean2023.id/>. One email can only be used to register one time only. Onsite registration will not be available.
2. Those registered at the previous 42nd ASEAN Summit media registration website can directly click the sign-up button, enter the same email, click get access, and then check the email for the password and information to log in.
3. For those who have never registered at the previous 42nd ASEAN Summit media registration website, please click the sign-up button, enter the details to the sign-up form, click submit, and then check the email to get the password and information to log in.
4. In-person attendance and direct coverage from Indonesia will be enabled through these mechanisms:

A. Official Media

A list of Media Officer (MO), Official Media (OM), and Official Traveling Press (OTP) needs to be sent via the diplomatic channel as well as must be registered by the MO. Delegates can only submit 1 (one) Note Verbale to register MO, OM, and OTP. Changes afterward will not be facilitated.

- Media Officer (MO)
Each Delegate shall appoint one MO to work with the Committee. MO will take responsibility for their OM and OTP and will act as a contact point for any information needed before and/or during the event.
- Official Media (OM)
OM are official photographers and/or videographers of the Head of State/Government, Secretary General of the United Nations, Secretary General of ASEAN, or Head of Intergovernmental/International Organizations.
- Official Traveling Press (OTP)
OTP are journalists, part of the delegates traveling with the Head of State/Government, Secretary General of the United Nations, Secretary General of ASEAN, or Head of Intergovernmental/International Organizations when attending the 43rd ASEAN Summit and Related Summits.

B. Invited Press

Invited presses are foreign and national journalists accredited and holders of the official invitation letter of the 43rd ASEAN Summit and Related Summits issued by the Organizing Committee.

5. Documents/data needed:

- a. Self-photo with white background, suggested in JPEG, JPG, or PNG format (max 1MB)
- b. Scanned ID (KTP/Passport/KITAS), suggested in JPEG, JPG, or PNG format (max 1MB)
- c. Scanned media ID, suggested in JPEG, JPG, or PNG format, (max 1 MB)
- d. Assignment letter from media institution, suggested in PDF format (max 200 kb)
- e. Name of Media Company
- f. Location of Media Company
- g. Journalist position (camper/reporter/photographer)

Additional documents needed for foreign journalists from abroad:

- h. Scanned return ticket, suggested in JPEG or PDF format (max 1 MB)
- i. Hotel/accommodation booking in Indonesia for foreign journalists, suggested in JPEG or PDF format (max 1 MB).
- j. List of equipment in PDF format (max 1 MB).

6. Online registration is open from **5 to 25 August 2023**. Accreditation will be granted to all those who register on the specified date.

7. A verification email will be sent immediately to the registered email address after your registration form was successfully approved. If you experience any technical issues while registering, please contact media.registration@asean2023.id with the email subject: 43rd ASEAN Summit Media Registration - *Media Name*.
8. Please be informed that incomplete registration will not be processed.

C. VISA APPLICATION

9. Journalists who have received an official invitation to cover the 43rd ASEAN Summit and Related Summits are required to apply for a journalist visa. Visa on Arrival may be granted for specific conditions.
10. The aforementioned exemption entails granting limited short-term visit for special purposes towards accredited journalists. In order to obtain a Journalist Notification Letter, kindly contact the nearest Indonesian Missions in your respective country and submit required documents as follows:
 - a. Passport with a validity of at least 6 (six) months beyond the date of entry in Indonesian territory.
 - b. Official assignment letter from the media institutions.
 - c. Copy of media ID.
 - d. Proof of return ticket.
 - e. Official invitation letter from the Ministry of Communication and Informatics of the Republic of Indonesia.
 - f. List of equipment (description, weight, value, country of origin).

D. HEALTH PRECAUTIONS

11. To guarantee the health and safety of all participants, it is advisable to wear masks and implement hygienic measures at all times.

E. CUSTOMS CLEARANCE REQUIREMENT

12. Media representatives are encouraged to have CBP/ATA Carnets in order to expedite the customs clearance process.
13. All equipment should be shipped out of Indonesia by the end of the 43rd ASEAN Summit and Related Summits.

F. ID BADGE

14. Media badges can be collected at Best Western Senayan Hotel, Emerald Room (6th floor), on **1 – 5 September 2023** from **10.00 to 17.00 (GMT+7)**.
15. Journalists or their representative must show their Official Invitation and ID when collecting media badges.

16. Media badges must be worn at all times within the designated event access-controlled areas while covering the events. Media badges are strictly non-transferable and will not be replaced if missing or damaged.

G. ACCOMODATION AND TRAVEL ARRANGEMENTS

17. **All journalists are responsible for their own travel arrangements, hotel reservations, and payments.** Journalists are strongly encouraged to make reservations at the earliest possible time.
18. For the convenience of accredited journalists, the 43rd ASEAN Summit and Related Summits, the committee suggests the following hotels (within 10 km from the venues):
- Artotel Suites Mangkuluhur
 - Aryaduta Suites Semanggi
 - Ascott Sudirman
 - Best Western Senayan
 - Century Park Hotel
 - Favehotel Gatotsubroto
 - Fraser Residence Sudirman
 - Grand Sahid Jaya Jakarta
 - HARRIS FX Sudirman
 - Holiday Inn Gajah Mada / Kemayoran
 - Hotel Century Senayan
 - Orient Jakarta
 - Sheraton Grand Jakarta Gandaria City
 - Somerset Sudirman
19. During the events, complimentary vehicles will be available for transferring photographers and videographers from the Media Center to designated venues and viceversa.

H. ACCESS TO EVENTS

20. Most official events are restricted to a certain number of media representatives and will be arranged through a media pool. Media will be at all times screened before entering the meeting venues and escorted, while they are at the meeting venues. See Appendix I

I. MEDIA CENTER

21. Media Centre is set up as the primary venue for journalist working stations, press releases distribution, providing host broadcast clean feeds, media booth, and press conference rooms during the 43rd ASEAN Summit and Related Summits.
22. The Media Center will operate at the Exhibition Hall B of the Jakarta Convention Center (JCC) on:

2–4 September 2023: from 09.00 AM–08.00 PM

5–8 September 2023: from 07.00 AM–10.00 PM

*Western Indonesia Time (GMT+7)

It is important to note that the Media Center can only accommodate a maximum capacity of ±2.000 individuals. The utilization of the Media Center will be based on a first-come, first-served basis.

23. A press conference hall and interview rooms may be used free of charge after reservation. Reservations can be made to **Ms. Maurina (M: +62 813 14357470)**. This service is provided on a first-come, first-served basis.
24. The Information Desk will be set up at the Media Center. Event schedules, vehicle transfer schedules, room bookings, and other media programs/queries will also be available in this area.
25. Workstations will be provided with working desks, charging stations, internet, computers, and a printing area for all accredited journalists to use during the events.
26. The Media Center will provide a limited number of agency booths. Each booth is equipped with tables and chairs, and power sockets. The use of this facility should be reserved in advance. Reservation is made on a first-come, first-serve basis. Reservations can be made to **Mr. Sujud (M: +62 812 8560 3903)**.
27. During the 43rd ASEAN Summit and Related Summits, the Media Center will provide broadcast service, including Host Broadcast feeds, payable satellite transmission services, clean feed footage uplinks, raw and programmed footage, cut to cut on demand footage, broadcasting assistance, and custom configuration press conference rooms for hire.

J. CONTACT

28. Please contact
 - a. media@asean2023.id for further inquiries on the Media Advisory;
 - b. **Mr. Guruh +6281927939290** for **media center facilities**,
 - c. media.registration@asean2023.id or WhatsApp [+6282210484535](https://wa.me/6282210484535) for technical assistance on registration.
29. Journalists can also join the “ASEAN Summit Virtual Newsroom” WhatsApp Group to get new updates on the 43rd ASEAN Summit and Related Summits via link komin fo/aseanvirtualnewsroom.

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**43rd ASEAN SUMMIT AND RELATED SUMMITS
TENTATIVE PROGRAMME OF ACTIVITIES**

Jakarta, Indonesia
2-7 September 2023

SATURDAY, 02 SEPTEMBER 2023
Meeting of the Committee of Permanent Representatives to ASEAN (CPR)
SUNDAY, 03 SEPTEMBER 2023
ASEAN Senior Officials' Meeting (SOM)
MONDAY, 04 SEPTEMBER 2023
1. ASEAN Foreign Ministers' Meeting
2. 27 th ASEAN Political-Security Community (APSC) Council Meeting
3. 34 th ASEAN Coordinating Council (ACC) Meeting
4. Signing Ceremony of the Instrument of Accession to the Treaty of Amity and Cooperation in Southeast Asia (TAC)
TUESDAY, 05 SEPTEMBER 2023
1. Opening Ceremony of the 43 rd ASEAN Summit
2. 43 rd ASEAN Summit (Plenary Session)
3. Opening of ASEAN-Indo-Pacific Forum: Implementation of the AOIP*
4. 43 rd ASEAN Summit (Retreat Session)
WEDNESDAY, 06 SEPTEMBER 2023
1. 26 th ASEAN-China Summit
2. 24 th ASEAN-Republic of Korea (ROK) Summit
3. 26 th ASEAN - Japan Summit
4. 26 th ASEAN Plus Three (APT) Summit
5. ASEAN – U.S. Summit
6. ASEAN – Canada Summit
THURSDAY, 07 SEPTEMBER 2023
1. 20 th ASEAN - India Summit
2. 3 rd ASEAN - Australia Summit

3. 13th ASEAN – UN Summit
4. 18th East Asia Summit
5. Closing Ceremony of the 43rd ASEAN Summit and Related Summits and Handing Over of the ASEAN Chairmanship to the Lao People's Democratic Republic
6. Press Conference by H.E. Joko Widodo, President of the Republic of Indonesia

NOTE

***ASEAN-Indo-Pacific Forum: Implementation of the AOIP**

The Government of the Republic of Indonesia will hold the ASEAN-Indo Pacific Forum: Implementation of the AOIP (AIPF) on 05-06 September 2023, at Hotel Mulia Senayan.

The AIPF will feature panel sessions, talk shows, projects showcasing, and business matchings. It will address the following topics: development of green infrastructure and resilient supply chain; sustainable and innovative financing; inclusive digital transformation; and creative economy. Leaders from ASEAN Member States and Dialogue Partners are also expected to speak at the forum. For more information, kindly visit <https://events.kemlu.go.id/aipf>.

Spouse Programme

The 43rd ASEAN Summit and Related Summits Spouse Program will be held tentatively on 6 September 2023.

ASEAN Business & Investment Summit 2023

Date : 1- 6 September 2023

Location : Sultan Hotel Jakarta and Ritz Carlton Pacific Place

Contact Person:

E-mail: media@aseanbacindonesia.id

WhatsApp: [+628175037152](https://wa.me/628175037152)

Detailed agenda and confirmed speakers of each event and summit can be accessed at <https://aseanbacindonesia.id/event/abis-2023>.



MEDIA OPPORTUNITY

THE 43rd ASEAN SUMMIT AND RELATED SUMMITS

Jakarta, Indonesia

2-7 September 2023

As of 3 September 2023

Saturday, 2 September 2023						
No	Agenda	Time	Venue	Session	Media	Information
1	Arrival of ASEAN Senior Officials, Permanent Representatives	AM/PM	ASEAN Secretariat	Closed	-	-
2	Meeting of the Committee of Permanent Representatives to ASEAN (CPR)	09.00-17.00	ASEAN Secretariat	Closed	-	-
3	Welcoming Dinner for the ASEAN Senior Officials' Meeting (SOM) hosted by SOM Leader of Indonesia	19.00-21.00	1945 Restaurant, Fairmont Jakarta	Closed	-	-
Sunday, 3 September 2023						
No	Agenda	Time	Venue	Session	Media	Information
1	Arrival of ASEAN FMs	AM/PM	ASEAN Secretariat	Closed	-	-
2	ASEAN Senior Officials' Meeting (SOM)	09.00-17.00	ASEAN Secretariat	Closed	-	-
3	23rd ASEAN Economic Community Council Meeting (Retreat)	10.00-12.00	Astor Ballroom, St. Regis Hotel	Closed	-	-
4	23rd ASEAN Economic Community Council Meeting (Plenary)	14.00-16.30	Astor Ballroom's Side Foyer, St.Regis Hotel	Closed	-	-
5	Press Briefing by Director General for ASEAN Cooperation	18.30 (tbc)	Press Conference, Media Center	Opened	All Media	-

Monday, 4 September 2023						
No	Agenda	Time	Venue	Session	Media	Information
1	Arrival of VIPs	AM/PM	ASEAN Secretariat	Photo Opportunity	Host + OM + limited number of photographers and camera persons	- Media holding room at ASEAN Secretariat maximum capacity of 150 persons. - Media should stand by at least 30 minutes prior - OM must wearing ARMBAND.
2	ASEAN Foreign Ministers' Meeting	08.30-10.00	Nusantara Hall, ASEAN Secretariat	Opening Session	Host + OM + limited number of photographers and camera persons	
3	27th ASEAN Political-Security Community (APSC) Council Meeting	10.10-11.10	Nusantara Hall, ASEAN Secretariat	Opening Session	Host + OM + limited number of photographers and camera persons	
4	34th ASEAN Coordinating Council (ACC) Meeting	11.15-12.10	Nusantara Hall, ASEAN Secretariat	Opening Session	Host + OM + limited number of photographers and camera persons	
5	Signing Ceremony of the Instrument of Accession to the Treaty of Amity and Cooperation in Southeast Asia (TAC)	12.20-12.40	ASEAN Hall, ASEAN Secretariat	Signing Session	All Media (limited capacity)	
6	Signing Ceremony of the MOU between ASEAN Secretariat and the Indian Ocean Rim Association and between ASEAN Secretariat and PIF	12.45-13.05	ASEAN Hall, ASEAN Secretariat	Signing Session	All Media (limited capacity)	
7	The Launching of ASEAN Newsroom by the Minister for Communication and Informatics of the Republic of Indonesia	19.00-19.30 (tbc)	Media Center, Hall B, Jakarta Convention Center	Opened	All Media	-
8	Arrival of ASEAN Leaders	AM/PM	Soekarno-Hatta International Airport	Closed	Host Broadcaster + Host Photographer	-
Tuesday, 5 September 2023						
No	Agenda	Time	Venue	Session	Media	Information
1	VVIP Arrival	09.00	Main Lobby, Jakarta Convention Center	Photo Opportunity	Host + 2 OM + 1 Pool	- Media should stand by at least 30 minutes prior - OM must wearing ARMBAND
2	Opening Ceremony of the 43rd ASEAN Summit	10.00-10.30	Plenary Hall, Jakarta Convention Center	Opening Session	Host + 2 OM + 1 Pool	
3	43rd ASEAN Summit (Plenary Session)	10.35-12.00	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 1 Pool	

4	ASEAN-Indo-Pacific Forum (AIPF) Day 1	13.30-13.45	Ballroom 2 and 3, Hotel Mulia Senayan	Opening Session	Host + 2 OM + 1 Pool	- AIPF media daily passes limited to 40 passes. - Media should stand by at least 30 minutes prior - OM must wearing ARMBAND.
		14.15-16.25		All session	All Media (limited capacity)	
5	43rd ASEAN Summit (Retreat Session)	15.00-17.00	Cendrawasih Room 2, Jakarta Convention Center	Opening Session	Host + 2 OM + 1 Pool	- Media should stand by at least 30 minutes prior - OM must wearing ARMBAND

Wednesday, 6 September 2023

No	Agenda	Time	Venue	Session	Media	Information
1	26th ASEAN-China Summit	08.30-09.30	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	- Media should stand by at least 30 minutes prior - OM must wearing ARMBAND
2	ASEAN-Indo-Pacific Forum (AIPF) Day 2	09.00-17.50	Ballroom 2 and 3, Hotel Mulia Senayan	All session	All Media (limited capacity)	- AIPF media daily passes limited to 40 passes. - Media should stand by at least 30 minutes prior
3	24th ASEAN-Republic of Korea (ROK) Summit	09.50-10.50	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	- Media should stand by at least 30 minutes prior
4	26th ASEAN - Japan Summit	11.10-12.10	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	- OM must wearing ARMBAND
5	26th ASEAN Plus Three (APT) Summit	13.10-14.40	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 1 Pool	
6	ASEAN – U.S. Summit	15.00-16.00	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	
7	ASEAN – Canada Summit	16.20-17.20	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	
8	Gala Dinner hosted by H.E. Joko Widodo, President of the Republic of Indonesia	19.30-21.30	Hutan Kota by GBK	Arrival Session	Host + 1 OM + 1 Pool	

Thursday, 7 September 2023						
No	Agenda	Time	Venue	Session	Media	Information
1	20th ASEAN - India Summit	09.00-10.00	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	- Media should stand by at least 30 minutes prior - OM must wearing ARMBAND
2	18th East Asia Summit	10.15-12.15	Assembly Hall 1+2, Jakarta Convention Center	Opening Session	Host + 2 OM + 1 Pool	
3	3rd ASEAN - Australia Summit	13.20-14.20	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	- Media should stand by at least 30 minutes prior - OM must wearing ARMBAND
4	13th ASEAN – UN Summit	14.40-15.40	Cendrawasih Room 3, Jakarta Convention Center	Opening Session	Host + 2 OM + 6 OTP from partner country + 1 Pool	
5	Closing Ceremony of the 43rd ASEAN Summit and Related Summits and Handing Over of the ASEAN Chairmanship to the Lao People's Democratic Republic	16.40-17.10	Plenary Hall, Jakarta Convention Center	Opened	Host + 2 OM + 1 Pool	
6	Press Conference by H.E. Joko Widodo, President of the Republic of Indonesia	17.40-18.10	Cendrawasih Room 1, Jakarta Convention Center	Opened	All Media	Media should stand by at least 30 minutes prior

All time stated in WIB (Western Indonesian Time)

Media Center: Exhibition Hall B, Jakarta Convention Center [2-8 September 2023, 08.00-21.00]