



Dear participant,

We are very much looking forward to welcoming you to the:

**South-east Asia Community Safety and Resilience Forum Meeting,
18-20 April 2017**

This document outlines some information which you may find useful when preparing for your journey to Kuala Lumpur.

Meeting venue and Accommodation

Oakwood Hotel & Residence Kuala Lumpur

The AmpWalk

222 Jalan Ampang

Kuala Lumpur, Malaysia

Telephone no.: +6 03 2720 3888

Website: <https://www.oakwoodasia.com/kualalumpur/oakwood-kualalumpur.php#tab4>

Your room has been booked at Oakwood Hotel, unless requested otherwise.

Room and breakfast at Oakwood is confirmed for single/double occupancy for the period of the meeting (check-in one day before and check-out one day after) unless otherwise advised. The hotel's standard check-in time is **2.00pm and check-out time is 12 noon**. Smoking and non-smoking rooms are available upon request, subject to availability. The hotel will be able to assist you in arranging taxis for airport transfers and access to medical services if required.

Travelling time from Kuala Lumpur International Airport (KLIA) and KLIA 2 is approximately 1 hour by road and 30 minutes by train.

Contacts

If you have any inquiry toward the logistics arrangement and meeting, pls contact us:

Flight & Hotel	Rommanee (Aye)	+ 66 81 926 7429/ rommanee.klaeotanong@ifrc.org
Airport pickup	Para Parvathi Rajoo	+ 603 6016 9185 580/ para@redcrescent.org.my
Others	Hung Ha Nguyen	+ 66 61387 9480/ hungha.nguyen@ifrc.org

Before arrival

Visa and practical preparation

Most nationalities do not require visas for social or business visits to Malaysia. Visitors to Malaysia must be in possession of a valid passport or travel document with a **minimum validity of six months** beyond the period of stay. Nationals from countries which require a visa can apply through the nearest Malaysian overseas mission. Some countries are required to produce the Yellow Fever Certificate upon landing in Malaysia.

For the latest information on visa requirements, please contact the Malaysian consulate in your country. We provide visa support letter upon request.

Upon arrival

[Kuala Lumpur International Airport \(KLIA\) - www.klia.com.my](http://www.klia.com.my)

Upon arrival at KLIA Satellite Building, proceed to the Aerotrain platform. The train will take you to the Main Terminal Building for immigration clearance. It operates at 3 to 5 minutes intervals.



Airport Pick- Up

You will be welcomed and picked up by **Malaysia Red Crescent** colleagues at the arrival hall. Pls look for our colleagues wearing Malaysian Red Crescent jacket and you will be assigned to a designated car driver who will take care of you all the way to the Oakwood Hotel. If you travel in a group, you are expected to share the car with other two participants. No payment is required.

Airport Transfer

The same arrangement will be made to ensure your comfort by having a designated car driver who will take care of you all the way to the KLIA. No payment is required. Pls contact the Logistics team during the meeting to make sure you have a booked car.

Mobile pre-paid SIM card

You can easily obtain a Malaysian prepaid mobile SIM card at the airport, at the arrival area.

Per diems

This section relates only to participants funded by the IFRC.

Per diem for IFRC funded participants is CHF55/day (minus standard deductions, if applicable).

For travel days from a participant's home to an IFRC workshop, course or meeting, and from an IFRC workshop, course, meeting to a participant's home country, the per diem rate is CHF55/day.

The following will be provided:

17 April (arrival day)	Own arrangement
18 April	Breakfast, lunch and dinner
19 April	Breakfast and lunch
20 April	Breakfast and lunch
21 April (departure day)	Breakfast

No per diem payment will be made to a participant on personal travel days on route to a IFRC workshop/course/meeting or returning home to their home country.

If a participant is a national of the country in which the IFRC workshop/course/meeting is being held, he/she will receive per diem payment in accordance with their National Society regulations.

If a participant live in the city/town/village where the IFRC workshop/course/meeting is being held, he/she will not receive any per diem payment.

Per diems will be paid by in-country delegation together with other expenses related to the trip. Participants from countries with no delegation will receive per diems at the meeting.

Reimbursement

Participants from National Societies may be entitled to reimbursements; however, these will only be made based on the **original receipts and the boarding pass** (please keep all original receipts and boarding pass). If reimbursement is required through a Federation country delegation, endorsement letters will be provided by the regional office. For some National Society participants, the reimbursement for airfare might be undertaken by bank transfer only; kindly provide National Society bank details, address, original air ticket receipt and boarding pass with reimbursement claims.

The currency for payment/reimbursement in Malaysia is Ringgit Malaysia (RM or MYR) only, due to IFRC financial regulations.



General Information - <http://www.tourism.gov.my>

Language

The national language is Bahasa Malaysia, but English is widely spoken and understood. Malaysians also converse in a range of Chinese and Indian dialects.

Weather and clothing

Malaysia enjoys a tropical climate. It is generally warm throughout the year with temperatures ranging from 21°C to 32°C. On a rainy day, thunder and lightning often accompany the heavy downpour which normally lasts for about an hour or two. The high humidity level at 80% throughout the year favours lightweight clothing.

Tip: If you have an umbrella we suggest that you include it in your luggage!

Time

The time zone here is 8 hours ahead of Greenwich Mean Time (GMT)

Electricity

240 volts, 50 cycles and the power point is of the British Standard **BS 1363** which requires use of a 3-wire grounded and fused plug for all connections to the power mains (including Class II, two wire appliances).



Overseas Calls

00 is the **International Access/Dial Code** to make an overseas call from within Malaysia.

60 is the **International Country** code for Malaysia

03 is the **Area Code** for Kuala Lumpur, Putrajaya and Selangor

Currency

Malaysia's currency is Ringgit Malaysia (RM or MYR). Most currencies can be exchanged for ringgit. Licensed moneychangers often offer better rates than banks. International access ATMs can be found across the country. Credit cards are widely accepted, though small businesses may not accept them.

Transport

Getting around Kuala Lumpur is easy and cheap. We have bus, taxi and rail service readily available.

Tip: Before boarding a taxi in Kuala Lumpur, make sure they switch on their taxi meter for fare.

Fares:

Budget taxi (red/white color): MYR3 first 1km, then RM1/km.

Executive taxi (blue color): MYR6 first 1km, then RM2/km.

Security

Overall, Malaysia is a safe country in which to travel. Just as you need to be aware of your surroundings and personal safety when out and about in your home country and other countries, you need to keep your wits about you in Malaysia as well. Travelling on public transport is generally safe.

Welcome to Malaysia!