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**Practical information
11th ITU Symposium on ICT, Environment and Climate Change**

**21 April 2016**

1. **MEETING VENUE**

1.1 The meeting will take place at the **Renaissance Kuala Lumpur Hotel, Malaysia**.

1.2 The address is as follow:

**Renaissance Kuala Lumpur Hotel**

Corner of Jalan Sultan Ismail and Jalan Ampang,

50450 Kuala Lumpur,

Malaysia

1. **HOTEL ACCOMMODATION**

2.1 Special rates have been negotiated by the host for all participants to stay at the **Renaissance Kuala Lumpur Hotel, Malaysia**. A separate list of hotels for participant’s consideration will also be uploaded here:

<http://www.itu.int/en/ITU-T/studygroups/2013-2016/05/Documents/List_of_Recommended_Hotels.docx>

Participants are responsible for meeting the cost of their accommodation.

2.2 The hotel address is as follow:

**Renaissance Kuala Lumpur Hotel**

Corner of Jalan Sultan Ismail and Jalan Ampang,

50450 Kuala Lumpur,

Malaysia

2.3 Participants will be responsible for making their own transfers arrangements from their respective hotels to the meeting venue if staying in hotels outside of the list of recommended hotels.

2.4 Kindly note that reservation made beyond the given deadline will not be guaranteed a room and the special rates arranged by the hosts.

1. **VISA**

3.1 All travelers to Malaysia must be in possession of a valid passport issued and recognised by their governments. If a visa is required, participants are requested to obtain this official document prior to travelling to Malaysia. Visas are issued at Malaysian Representative Offices abroad. Should a support letter is required, kindly submit your request to **Mr David Rowbin** at david.rowbin@kkmm.gov.my by **23 MARCH 2016**.

3.2 The duration for the visitor’s visa varies for different countries. Participants are advised to refer to the types of Visa web site of the Immigration Department of Malaysia which can be found at the link below:

 <http://www.imi.gov.my/index.php/en/main-services/visa/types-of-visa>

3.3 Visa fees varies for different countries. Participants are advised to refer to the Visa fees web site of the Immigration Department of Malaysia which can be found at the link below:

 <http://www.imi.gov.my/index.php/en/main-services/visa/visa-fees>

3.4 For further details of visa requirements, participants are advised to refer to the visa requirement web site of the Immigration Department of Malaysia which can be found at the link below:

 <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>

1. **REGISTRATION**

4.1 All participants are required to register prior to attending this meeting. Participants are encouraged to complete and submit an online registration which can be accessed from the link below:

<http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000845>

To attend the 11th ITU Symposium on ICT, Environment and Climate Change, please register at:

<http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000846>

Kindly refer to the instructions on the website to complete the registration.

1. **AIR TRAVEL**

5.1 The Kuala Lumpur International Airport (KLIA) and Kuala Lumpur International Airport 2 (klia2) is located at the top of the southern corridor of Peninsular Malaysia, bordering the states of Selangor and Negeri Sembilan. Situated in the Sepang district, it is approximately 50km from the capital city, Kuala Lumpur.

1. **CUSTOMS**

6.1 Travelers entering Malaysia are required to declare all dutiable or prohibited goods in their possession. Failure to declare dutiable or prohibited goods or making false declaration is an offence. Further information concerning dutiable goods can be found at the link below:

 <http://www.customs.gov.my/ms/tp/Pages/tp_tg.aspx>

6.2 Travelers who visit Malaysia for a period of not less than 72 hours are eligible for specified amount of customs duties exemption.

6.3 Green Lane is for travelers with "Nothing to Declare" (non-dutiable and non-prohibited goods). Otherwise the travelers have to proceed to the Red Lane and declare the goods.

6.4 Under Customs Act 1967, offender is liable to a maximum fine of RM 100,000 / jail term not exceeding 3 years for the first offence and RM 500,000 / jail term not exceeding 5 years for subsequent offence.

1. **TRANSPORT**

 Participants are responsible for arranging their own airport transfer from KLIA or klia 2 to their Hotel in Kuala Lumpur.

 The following airport transfer options are available for participants’ consideration:

7.1 Airport Limousine:

7.1.1 This service is operated on a pre-paid coupon basis which can be purchased at the Limousine Counter in the International Arrival Hall and is available 24 hours a day. The journey time from KLIA & klia 2 to the meeting venue (Kuala Lumpur) is around 1 hour.

7.1.2 One way fare:

* + 1. Budget limousine: USD 25.00 (RM100.00)
		2. Premier limousine: USD 35.00 (RM150.00)

7.1.3 For more information please refer to the link below:

<http://www.airportlimo.my/content.php>

7.2 KLIA Ekspress (ERL):

The Express Rail Link (ERL) is a high speed rail link between KLIA and KL Sentral Station. Trains are available every 20 minutes and the journey time from KLIA to KL Sentral is 30 minutes. From KL Sentral Station, passengers may purchase coupons at the Taxi Counter to their respective hotels. One way fare is approximately USD13.00 (RM55.00).

For more information please refer to the link below:

<http://www.kliaekspres.com/>

7.3 Airport Coach:

Various buses at KLIA provide travelers with transportation to KL Sentral, Kuala Lumpur. From KL Sentral, travelers will be required to catch a taxi or the Monorail to reach their hotel. Basic directional guide is shown below:

**Renaissance Kuala Lumpur Hotel**

**KLIA/KLIA 2**

**KL Sentral**

7.4 Coach Service Information

| **No** | **Services** | **Routes** | **Fare** | **Operation Time(24 Hours)** |
| --- | --- | --- | --- | --- |
| **Departure (Departs Every 30 Minutes)** |
| **1** | **Express Coach** | **KLIA to / from KL Sentral** | **One Way**Adult: RM10.00Child: RM6.00**Return Trip**Adult: RM18.00Child: RM10.00 | **FROM KL Sentral**Start: 5.00amEnd: 12.00amTravelling Time:1 hour | **FROM KLIA**Start: 6.30amEnd: 12.30amTravelling Time:1 hour |
| **2** | **Airport Liner** | **klia2 - KLIA** | **One Way**Adult: RM3.00Child: RM1.50 | **FROM klia2**Start: 6.00amEnd: 12.00amTravelling Time:30 minutes | **FROM KLIA**Start: 5.30amEnd: 11.40pmTravelling Time:30 minutes |

1. **CLIMATE**

8.1. Kuala Lumpur enjoys a tropical rainforest climate. Temperature in Kuala Lumpur varies a little from season to season since it is close to the equator. All through the year the city remains warm enough with the average high of 28°C - 32°C. It gets a great level of precipitation all year round. After periods of heavy precipitation Kuala Lumpur may get somewhat colder.

1. **LOCAL TIME**

9.1 GMT +0800 hours

1. **CURRENCY, BANKS AND CREDIT CARDS**

10.1 The unit of currency is the Ringgit Malaysia (RM). The indicative exchange rate, as of June 2015 is:

USD 1.00 = RM 4.39\*

EURO 1.00 = RM 4.75\*

Pound Sterling 1.00 = RM 6.35\*

*\*Please note that these rates are subject to change*

10.2 Other Information:

1. Major international credit cards are widely accepted for transactions.
2. Banks are open from 0900hrs to 1600hrs Monday through Friday.
3. Participants are advised to consult their banks prior to arrival in order to confirm that their debit/credit/ATM cards will allow transactions in Malaysia.
4. Forex Bureaux are located in different parts of the city are generally open from 9:00hrs to 18.30hrs Monday through Friday.
5. Major credit cards are widely accepted at hotels, restaurants, shops, etc. Visa, MasterCard, American Express, can be used at establishments, however, some restaurants and small shops accept cash payments only.
6. We also have money transfer services from Western Union and Money Gram in most banks.
7. **ELECTRICITY**

11.1 The standard supply is 220 volts, 50 Hz. Electrical sockets (outlets) in Malaysia are the "Type G" British BS-1363 type.

11.2 Please bring the correct adapter for your equipment. The following electrical plugs are used in most hotels:



1. **HEALTH INFORMATION**

12.1 Yellow Fever certificate is required to be produced for certain countries upon arrival in Malaysia. Participants are advised to refer to the Visa Requirements by Country web site of the Immigration Department of Malaysia at the link below:

<http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>

12.2 The nearest hospitals to all the selected hotels are the Kuala Lumpur General Hospital and Prince Court Hospital. Please contact the Concierge of the hotel should you require any medical assistance.

1. **SPECIAL NEEDS**

13.1 The host is committed to ensure that all participants have a fruitful and pleasant stay in Kuala Lumpur. The participants are encouraged to e-mail the host country contact with information regarding handicap accessibility needs, dietary concerns and allergies, relevant medical issues, and any other special need requests which can be fulfilled by the host.

1. **HOST COUNTRY CONTACT:**

**Ms. Suhada Alias**

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Malaysian Communication and Multimedia Commission

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