



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
31ST CSCAP Steering Committee Meeting
Sheraton Imperial Hotel, Kuala Lumpur
Malaysia

GENERAL INFORMATION PAPER

1. MEETING VENUE

Nusantara ballroom 1&2 (Level 2)
Sheraton Imperial Hotel, Kuala Lumpur
Jalan Sultan Ismail
50250 Kuala Lumpur
Tel: +603-2717 9900
Fax: +603-2717 9999

2. SECRETARIAT

The Secretariat will be at the Langkawi Room (Level 2). We will be open at 1200-2300hrs on 31 May 2009; and at 0800-1700hrs on 1 June.

3. REGISTRATION

Participants may register at the Secretariat during its opening hours. Alternatively, you may also register at a counter located just outside the Langkawi Foyer (Level 2) at 0800-0930hrs on 1 June.

4. MEALS

- (a) The welcoming dinner for participants of the Steering Committee Meeting will be held at Celestial Court (Level 3) at 2000hrs on 31 May.
- (b) Lunch on 1 June will be served at Essence Restaurant (Level 1) at 1230-1400hrs.

5. ACCOMMODATION

Reservations will be made for all foreign participants to stay at the Sheraton Imperial Hotel, Kuala Lumpur. The net room rate is RM330 – RM360 per room per night (inclusive of daily buffet breakfast for one). In accordance with usual CSCAP practice, participants attending the Steering Committee meeting will be responsible for meeting the full costs of their own accommodation. Check-in time is after 1500hrs; check out time is at 1200hrs. Participants who wish to arrive earlier or remain later should liaise directly with the hotel or inform the Secretariat well in advance.

6. ATTIRE

- (a) Smart casual for preliminary committee meetings.
- (b) Business attire for the Steering Committee Meeting.

7. TRANSPORTATION

Participants may request for a hotel-arranged limousine service for transfers from the Kuala Lumpur International Airport (KLIA) to the hotel and back. Please contact the hotel directly for this service, which will cost RM220 each way. Please note that a 50 per cent surcharge is applied for transfers between midnight and 0600hrs. You may also hire a taxi from the airport to the hotel for about RM90. The journey should take about one hour.

Alternatively, you may wish to take the KLIA Express, a train service from KLIA to KL Sentral, a station in Kuala Lumpur. A one-way fare is RM35. Trains depart every 15 minutes during peak hours (0500-0900hrs and 1600-2200hrs) and every 20 minutes during off-peak hours (0900-1600hrs and 2000-2400hrs). The train journey takes 28 minutes. The taxi fare from KL Sentral to the Sheraton Imperial Hotel, Kuala Lumpur is about RM30.

8. AIRPORT TAX

For international flights, the airport departure tax is RM45 per person.

9. VISA REQUIREMENTS

Your passport should have a validity period of at least six months beyond the time of stay allowed in Malaysia. You may require a visa prior to your arrival in Malaysia. For information on visa requirements, please go to the Malaysian Ministry of Foreign Affairs website at www.kln.gov.my.

10. FURTHER INFORMATION

Should you require further information, please contact the CSCAP Secretariat at ISIS Malaysia, email: cscap@isis.org.my, telephone: +603-2693 9366 Ext 125, Fax: +603-2693 9375. Please note that we will be at the Langkawi Room (Level 2) Sheraton Imperial Hotel, Kuala Lumpur, on 31 May – 1 June 2009.