



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC**  
**37<sup>th</sup> CSCAP Steering Committee Meeting**  
**InterContinental Hotel, Kuala Lumpur, Malaysia**  
**30-31 May 2012**

## **GENERAL INFORMATION PAPER**

### **1. MEETING VENUE**

Ballroom 3 (Level 2)  
InterContinental Hotel, Kuala Lumpur  
165, Jalan Ampang  
50450 Kuala Lumpur  
T: +603-2161 1111  
F: +603-2161 1122  
W: [www.intercontinental.com](http://www.intercontinental.com)

### **2. SECRETARIAT**

The Secretariat will be at the *Lotus Room (Level 2)*. We will be open at 1800-1900hrs on 30 May 2012; and at 0800-1400hrs on 31 May.

### **3. REGISTRATION**

Participants may register at a counter located just outside the *Foyer, Ballroom 3 (Level 2)* at 1800-1900hrs on 30 May; and at 0800-1400hrs on 31 May.

### **4. MEALS**

- (a) The welcoming dinner for participants of the Steering Committee Meeting will be held at *Ballroom 3 (Level 2)* at 1900hrs on 30 May.
- (b) Buffet Breakfast is served from 0600hrs till 1030hrs at the *Serena Brasserie Café (Lobby Level)*.
- (c) Lunch on 31 May will be served at the *Serena Brasserie Café (Lobby Level)* at 1230-1400hrs.

### **5. ACCOMMODATION**

Reservations will be made for all foreign participants to stay at the **InterContinental Kuala Lumpur**. The net room rate is **RM406 (USD130)** per room per night (inclusive of daily buffet breakfast for one with internet access). 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 1400hrs; 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 are to arrange for their own transport except for CSCAP members who are also Asia Pacific Roundtable (APR) roleplayers.

On arrival at KLIA (after you have cleared customs and immigration checks), kindly proceed to the Arrival Hall on Level 3 of the airport and proceed to the "LIMOUSINE COUNTER" (on Level 3) and purchase a taxi coupon for your transfer to the hotel. The journey each way takes about one hour. The cost of budget taxi is about RM75 for one way.

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. The train journey takes 28 minutes. You can then hire a taxi from KL Sentral to the InterContinental Hotel, Kuala Lumpur. The taxi fare is about RM14.00.

## **8. AIRPORT TAX**

For international flights, the airport departure tax is RM45 per person and already included in the cost of the flight ticket.

## **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](http://www.kln.gov.my). In most cases, however, you may obtain a social visit pass on arrival at KLIA.

## **10. FURTHER INFORMATION**

Should you require further information, please contact the CSCAP Secretariat at ISIS Malaysia, email: [cscap@isis.org.my](mailto:cscap@isis.org.my), telephone: +603-2693 9366 Ext 125, Fax: +603-2693 9375. Please note that we will be at the *Lotus Room (Level 2)* InterContinental Hotel, Kuala Lumpur, on 30–31 May 2012.