



**COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC**  
**First Meeting of the CSCAP Study Group on**  
**Regional Security Architecture**  
**Parkroyal Hotel, Kuala Lumpur, Malaysia**  
**3-5 September 2013**

## **GENERAL INFORMATION PAPER**

### **1. MEETING VENUE**

**Parkroyal Hotel**

Jalan Sultan Ismail  
50250 Kuala Lumpur  
Malaysia

Tel: +603 2147 0088

Fax: +603 2147 0099

Website: <http://www.parkroyalhotels.com/KualaLumpur>

### **2. MEETING TIME AND LOCATION**

The meeting will be conducted at *Plaza I* (Lower Lobby) from 0900hrs to 1730hrs on 4 September, and 0900hrs to 1230hrs on 5 September.

### **3. REGISTRATION**

Registration will commenced from 0800hrs to 0900hrs on 4 September at a counter located outside Plaza I (Lower Lobby).

### **4. MEALS**

- (a) The welcoming dinner for participants of the CSCAP Regional Security Architecture Meeting will be held at *Poolside* (Level 6) at 1900hrs on 3 September.
- (b) A buffet breakfast will be provided on the mornings of 4 and 5 September at *Chatz Brasserie* (Lower Lobby).
- (c) Lunch on 4 September will be served at *Si Chuan Dou Ha* (Lower Lobby), and on 5 September will be served at *Chatz Brasserie* (Lower Lobby).
- (d) Dinner on 4 September will be provided at *Vanda II* (Level 2).
- (e) Meals taken outside these arrangements shall be under your personal account.

### **5. ACCOMMODATION**

Reservations will be made for all international participants to stay at the Parkroyal Hotel, Kuala Lumpur. The net room rate is RM360 (about USD120) per room per night (inclusive of daily buffet breakfast for one). In accordance with usual CSCAP practice, the organizers will cover the cost of accommodation for one participant from

each CSCAP member committee for the duration of the meeting. Check-in time will be 1400hrs, and check-out time will be 1200hrs.

Non-designated participants are chargeable at the rate USD450 which covers 2 nights' accommodation, organized meals and meeting costs.

Accommodations prior to and beyond the dates given above shall be charged to your personal account. Therefore, participants who wish to arrive earlier or remain later should inform CSCAP Malaysia well in advance. Please be informed, that all other expenses such as personal telephone calls, mini bar services, beer, wine and other alcoholic beverages ordered as room service or from other hotel outlets, laundry services, internet and Business Centre charges are under personal account.

## **6. ATTIRE**

Smart casual attire is recommended for all sessions during the meeting.

## **7. TRANSPORTATION**

Participants are to arrange for their own transport from the airport (KLIA) to the hotel and vice-versa.

After your arrival, participants are advised to take a taxi from the airport to the hotel which cost RM75 (about USD25) for one way to the Parkroyal Hotel. The journey should take about 48 minutes:

For your departure, participants are advised to take the hotel taxi. You may coordinate directly with the Front desk of the time of your departure for the airport.

## **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).

## **10. FURTHER INFORMATION**

Should you require further information, please contact Mr. Woo Hon Weng, 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.