



COUNCIL FOR SECURITY COOPERATION IN THE ASIA PACIFIC
39th CSCAP Steering Committee Meeting
Hilton Kuala Lumpur, Malaysia
5-6 June 2013

GENERAL INFORMATION PAPER

1. MEETING VENUE

Sentral Ballroom (Level 6)
Hilton Kuala Lumpur
3 Jalan Stesen Sentral
50470 Kuala Lumpur
T: +603-2264 2264
F: +603-2264 2605
W: kuala-lumpur.hilton.com

2. SECRETARIAT

The Secretariat is located at Network Room (Level 6). We will be open at 1800-1900hrs on 5 June 2013; and at 0800-1400hrs on 6 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 Foyer, Sentral Ballroom (Level 6) at 0800-1400hrs on 6 June.

4. MEALS

- (a) The welcoming dinner for participants of the Steering Committee Meeting will be held at Boardwalk Restaurant (Level 8) at 1900hrs on 5 June.
- (b) Buffet Breakfast is served from 0600hrs till 1000hrs at the Vasco Cafe (Lobby Level).
- (c) Lunch on 6 June will be served at the Vasco Cafe (Lobby Level) at 1230-1400hrs.

5. ACCOMMODATION

Reservations will be made for all foreign participants to stay at the **Hilton Kuala Lumpur**. The net room rate is **RM490 (USD161)** 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 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.

Request for early check-in will be subjected to availability. However, to guarantee early check-in, the room must be reserved for the night prior to the guest's arrival. Request for late departure is subjected to availability. The imposed charge shall be at 50% off the respective room rates. The full rate will be levied for check-out after 1800hrs.

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. Upon arrival at KL Sentral, a Hilton representative will assist you to the hotel.

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. 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, telephone: +603-2693 9366 Ext 125, Fax: +603-2693 9375. Please note that we will be at the Network Room (Level 6) Hilton Kuala Lumpur, on 5–6 June 2012.