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**11<sup>TH</sup> Annual Meeting of the  
Asia Pacific Parliamentary Forum  
Kuala Lumpur, Malaysia**

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**1. VENUE OF CONFERENCE**

The venue of the APPF Conference is at the Shangri-La Hotel, 11, Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia.

**2. ENTRY REQUIREMENTS**

All delegates and accompanying persons must have valid passport in order to enter Malaysia. For countries where visas are required participants are requested to contact the Malaysian Embassy/Consulate in or accredited to their countries in order to obtain visa. Malaysian Missions abroad have already been advised to render necessary assistance and courtesies.

**3. ARRIVAL AND DEPARTURE**

All delegates and accompanying persons are informed that a reception service will operate only at Kuala Lumpur International Airport from 11 to 17 January 2002. They are expected to arrive on 11th and to depart on 16th or 17th January.

#### **4. REGISTRATION**

All delegations are asked to fill out a Registration Form and send it to the Secretariat , no later than 15 December 2002. A Registration and Information Desk will be available for delegates in the Shangri-La Hotel from 11 to 17 January 2003 from 09.30 a.m. to 05.00 p.m. All delegates to the Conference and accompanying persons are requested to report to this Desk on arrival. The Desk will issue identity badges and will also handle messages, mail etc. to delegates.

#### **5. SECURITY AND IDENTITY BADGES**

Upon registration, delegates and accompanying persons will receive identity badges. Only persons wearing identity badges will have access to the Conference venue. Delegates and accompanying persons are requested to always wear their identity badges displayed prominently.

In order to facilitate early preparation of identity badges, delegates and accompanying persons are kindly requested to send three photographs (passport format) with the country names written on the back of each photo together with the Registration Form no later than 15 December 2002.

#### **6. ACCOMMODATION**

For convenience all delegates and accompanying persons will be accommodated at Shangri-la Hotel the same venue of the Conference. Please indicate in your Registration form the type of room you prefer. The rates of the rooms are as follows:-

Deluxe Single - US\$77.00  
Deluxe Double - US\$83.00  
Horizon Club - US\$136.00  
Horizon Suite - US\$263.00

The room rate is inclusive of 10% service charge and 5% government tax and is non-commissionable.

Address:  
Shangri-la Hotel  
11, Jalan Sultan Ismail  
50250 Kuala Lumpur  
Contact:  
Mr. Ronald Ramesh  
Assistant Director of Events Management  
Phone: (603) 20744 3579/3598  
Fax: (603) 2070 2616  
E-mail: rameshr@shangri-la.com

#### **7. EXPENSES**

The host will pay for inland transport and meals over the official conference program. Delegates are kindly requested to attend official lunches and dinners in accordance with the official program.

The Host will not pay for private entertainment, drinks and contents in the mini-bar, bar charges laundry and dry cleaning, telephone, fax, telex or cable charges, personal insurance, airport taxes, meals taken in hotel or restaurants other than those on the program.

Delegates are reminded to check regularly status of their personal accounts at hotel and settle them before departure.

## **8. MEDICAL SERVICES**

First-aid medical services will be operated at the Shangri-La Hotel, Kuala Lumpur. All other medical facilities and prescription will be at the delegates' own expenses.

## **9. CLIMATE**

During January the average minimum and maximum temperatures in Kuala Lumpur are 28° to 34° C. Generally during the month of January, Kuala Lumpur is pleasant with clear skies. Light clothing is advised.

## **10. INSURANCE**

Participants are responsible for their own insurance against all risks.

## **11. CURRENCY REGULATIONS**

Malaysian's currency is the Malaysian Ringgit, available in coins and bills in several denominations. The most common bills are RM1, 2,5,10, 50, 100. Coins are 1,5,10,20 and 50 sen and also RM1 coin.

Most foreign currencies can be exchanged for Malaysian Ringgit at any Foreign Exchange counter or at any bank that generally offer more flexible business hours and faster service.

Hotels offer the least favorable exchange rate, while the best rate is available at Foreign Exchange counters. Traveler's cheques can be cashed at the Hotel and or at certain shops. Change 1 Dollar = Ringgit 3.80

## **12. CREDIT CARDS**

The most common credit cards in Malaysia are Visa, Master Card, and American Express. When you register at a hotel, they will request for your credit card and you will have to sign an open voucher. This is a standard procedure.

## **13. TIPPING**

In Malaysia tipping is not customary, but it is up to the guest whether to tip or not.

## **14. TRANSPORT**

The host will provide the delegates transportation. On arrival delegates will be met at Kuala Lumpur International Airport and transferred to the Hotel of Conference and also to all places of official functions.

## **15. SOCIAL EVENTS**

The program of official events and the program for accompanying persons and spouses will be included in the Conference Handbook, which delegates will receive upon registration. It is not necessary for delegates to convey acceptance of invitations to official functions during the Conference, as they will be deemed to have been accepted collectively on their behalf unless otherwise they are not able to attend.

## **16. DRESS**

Lounge suits or national dress will be suitable for formal occasions. Casual wear will be more appropriate for tours.

## **17. LANGUAGE OF THE CONFERENCE**

The language is English. But any delegate may speak in another language on condition the speech will be translated into English by an interpreter provided by the delegate.

## **18. PRESS OFFICE**

A Press Office will be made available at the Conference Venue.

## **19. PROGRAM FOR ACCOMPANYING PERSONS**

A sightseeing local tour program for the accompanying persons will be arranged. Details will be available on arrival.

## **20. THE CONFERENCE SECRETARIAT**

The Parliament of Malaysia Secretariat is responsible for the organization and conduct of the Annual Meeting. All matters relating to the Annual Meeting should be addressed to:

Dato' Abdullah Abdul Wahab,  
Conference Secretary,  
Parlimen Malaysia,  
50680 Kuala Lumpur.  
Phone: (603) 20721955  
Fax: (603) 20317361  
E-mail: [appf2003@parlimen.gov.my](mailto:appf2003@parlimen.gov.my).

## **21. WEBSITE**

An Internet website has been prepared for the annual Meeting. It will evolve as the annual Meeting draws closer. The address is <http://www.parlimen.gov.my/appf2003>

## **22. DOCUMENTATION**

A copy of the theme papers, proposed resolutions and written comments must be forwarded to the 11th Annual Meeting Secretariat in Kuala Lumpur, by the end of November. The first week of December the 11th Annual Meeting secretariat will distribute to APPF member countries, the collected theme papers, proposed resolutions and written comments.