



Asia-Europe Meeting

**ASEM SYMPOSIUM ON COUNTERING RADICALISATION
KUALA LUMPUR, MALAYSIA
25-26 OCTOBER 2017**

ADMINISTRATIVE ARRANGEMENTS

1. INTRODUCTION

The ASEM Symposium on Countering Radicalisation is organised by the Ministry of Foreign Affairs of Malaysia.

2. DATE AND VENUE

The symposium will be held at The St. Regis Kuala Lumpur, Malaysia from 25 to 26 October 2017.

Venue : The St. Regis Kuala Lumpur
6 Jalan Stesen Sentral 2
Kuala Lumpur Sentral
50470 Kuala Lumpur
Malaysia
Tel. : +603 2727 1111
Website : www.stregiskualalumpur.com

3. FORMAT

Working Language

English will be the working language of the symposium.

Symposium Documents

The symposium kit and relevant documents will be distributed to participants upon registration at the venue.

4. PARTICIPATION

Each ASEM Member Partner is invited to send two officials/experts/practitioners to participate in the ASEM Symposium on Countering Radicalisation.

5. REGISTRATION

Participants are required to submit the Registration Form, together with a copy of passport and a passport size photograph by **5 October 2017** to:

Mr. Mohd Najib Mohd Razali
Assistant Secretary
OIC and Regional Cooperation Division
Ministry of Foreign Affairs, Malaysia

Email : asem.malaysia@kln.gov.my

6. ACCOMMODATION

The meeting will be held at The St Regis Kuala Lumpur, participants who wish to stay at the hotel may contact the following person for reservation:

Name: Thevaloshani Vijaya Lingam (Ms Theva)
Designation: Reservations Agent
Email: Reservations.KualaLumpur@stregis.com
Contact No: +603 2727 1111

Participants may also make their own arrangements at hotels in the vicinity of the symposium venue. These hotels are:

Le Meridien Kuala Lumpur
2 Jalan Stesen Sentral
50470 Kuala Lumpur
Tel: +603 2263 7888
Email: sales.lmkl@lemeridien.com

Hilton Kuala Lumpur
3 Jalan Stesen Sentral,
50470 Kuala Lumpur
Tel: +603 2264 2264
Email: kuala-lumpur@hilton.com

Aloft Kuala Lumpur
No. 5 Jalan Stesen Sentral,
50470 Kuala Lumpur
Tel: +603 2723 1188
Email: res.aloftklsentral@staystarwood.com

The Majestic Hotel Kuala Lumpur
5 Jalan Sultan Hishamuddin,
50000 Kuala Lumpur
Tel: +603 2785 8000
Email: tmklresv@ytlhotels.com.my

7. TRANSPORTATION

Airport Transfers

Participants are requested to arrange their own local transportation. The following modes of transportation are available at the Kuala Lumpur International Airport:

KLIA Express (Recommended by the organiser)

The KLIA Express connects the airport to KL Sentral (trains and buses hub). It is the fastest way to travel to the city. The journey takes only 28 minutes non-stop. The train service runs every 15 minutes during peak hours (Mon-Fri 6am-9am, 4pm-10pm) and 20 minutes at off peak hours. The St. Regis is located within vicinity of KL Sentral.

More information on KLIA Express is available at www.kliaekspres.com.

Normal Fares:

Journey	Ticket Price
One-way	RM55.00 (USD13.06*)
Return	RM100.00 (USD23.75*)

*Exchange rate: USD1.00 = RM4.21 as of 13 Sept 2017.

Limousine/ Taxi

Limo and taxi services are available from Kuala Lumpur International Airport to the St. Regis. Coupons for taxis and limos can be purchased at the Airport Limo counters at the Arrival Hall, Main Terminal Building (*just after Customs, before the public arrival area*).

Normal Fares:

Type	Fare (estimation only)
Taxi	RM120.00 (USD28.50*)
Limousine	RM180.00 (USD42.76*)

Bus

Express Coach Bus service is available from Kuala Lumpur International Airport to KL Sentral. The bus departs every 30 minutes (from KL Sentral, 5am-11pm and from KLIA, 0630am-1230am) and takes approximately one hour to KL Sentral.

Normal Fares:

Journey	Ticket Price
One-way	RM10.00 (USD2.38*)
Return	RM18.00 (USD4.28*)

For participants arriving at the KLIA2 Terminal, KLIA Transit trains are available to KL Sentral. Taxi and bus services are available at the arrival hall.

8. MEALS

Dietary Requirements

Participants are requested to indicate their dietary restrictions in their Registration Form.

9. SUPPORT FACILITIES

Secretariat Room

A dedicated secretariat room for the symposium will be set up at **Ringgit 1, Level 2**, St. Regis Kuala Lumpur from 24 to 26 October 2017.

Muslim Prayer Room

Two Prayer Rooms for Muslims will be provided at the symposium venue.

Medical Room

A dedicated medical room for the symposium will be set up at **Ringgit 1, Level 2**, St. Regis Kuala Lumpur from 25 to 26 October 2017.

10. VISA REQUIREMENTS

All participants are required to have a valid passport (at least 6 months validity) and must obtain a valid entry visa except for participants coming from countries which have visa exemption agreements with Malaysia.

Nationals from the following countries are required to apply for visa to enter Malaysia:

Bangladesh	China
India	Myanmar
Pakistan	

Participants are also encouraged to check on visa matters with the nearest Malaysian High Commission/Embassy/Consulate.

11. OTHER INFORMATION

Climate

Malaysia has a tropical climate and the weather is warm all year round. The average day temperature in Kuala Lumpur in October is approximately 28-30 degrees Celsius with possible rainfall.

Time Zone

Malaysian Standard Time (MYT) is 8 hours ahead of Coordinated Universal Time (UTC+8). Daylight Saving Time is not observed in Malaysia.

Currency

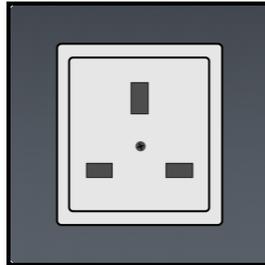
The unit of currency is the Malaysian Ringgit, which is denoted as RM. Foreign currencies can be converted at banks and money changers.

Medical Services

Malaysia has world-class healthcare that is competitive and attractively affordable without compromising the quality of treatments. In this regard, participants will be responsible for the cost incurred for any hospital treatment, and should therefore ensure that they have appropriate insurance coverage prior to travelling.

Electricity

The standard voltage in Malaysia is 220V/240V, 50 Hz. Participants are recommended to bring their own adaptors.



Communication

The international dialling code for Malaysia is +60. GSM mobile SIM cards can be purchased at the airport and various other locations. A copy of passport is required for registration.

Emergency Contact Numbers

Police/Fire Department/Emergency Services: Dial 999

12. ENQUIRIES AND CONTACTS

Enquiries and contacts relating to administrative and logistical arrangements for the symposium could be directed to the following persons:

12.1 Mr. Mohd Najib Mohd Razali

Assistant Secretary
OIC and Regional Cooperation Division
Ministry of Foreign Affairs, Malaysia
ASEM Malaysia Focal Point

Telephone : +603 8887 4152
Email : asem.malaysia@kln.gov.my

12.2 Capt. Sulaiman Mhd Sofian

Deputy Director
Planning and Training, SEARCCT
Ministry of Foreign Affairs, Malaysia
SEARCCT Logistic Focal Point

Telephone : +603 2280 2848
Email : sulaiman@searcct.gov.my