



*INTERNATIONAL CIVIL AVIATION ORGANIZATION*

**SEMINAR ON SEAMLESS ATM PLAN AND  
THIRD MEETING OF AERODROMES OPERATIONS AND  
PLANNING WORKING GROUP (AOPWG/3)**

*Putrajaya, Malaysia, 1 – 4 June 2015*

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**MEETING BULLETIN**

**1. Schedule of Meeting**

1.1 The opening session of the Seminar on Seamless ATM will be held at 0900 hours on Monday, 1 June 2015, and the AOPWG/3 Meeting will be held at 0900 hours on Tuesday 2<sup>nd</sup> June at Putrajaya Marriott Hotel, IOI Resort City, 62502 Sepang Utara, Malaysia.

**2. Registration of participants**

2.1 Participants are requested to register at the Registration Desk between 0830 and 0900 hours on the opening day of the Seminar and Meeting. Participants are also requested to wear the identification badge all the time.

**3. Officers and Secretariat concerned with the Meeting**

3.1 Mr. N. C. Sekhar, Regional Officer/AGA, ICAO Asia and Pacific Office, will act as Secretary of the Meeting.

3.2 The daily meeting services will be supported by Ms. Raslina Yahya, Senior Assistant Director, DCA Malaysia (Email: [raslina@dca.gov.my](mailto:raslina@dca.gov.my)).

3.3 Any inquiries related to the Seminar and Meeting should be addressed to:

Fax: +66 (2) 537-8199  
E-mail: [apac@icao.int](mailto:apac@icao.int)  
Cc: [nsekhar@icao.int](mailto:nsekhar@icao.int)

**4. Meeting documents for distribution**

4.1 The general policy of the Regional Office is towards environmental friendly and efficient “paperless meetings”. To facilitate this policy, the meeting room is equipped with wireless network and internet access. The documents for the Meeting will be made available on the APAC Portal website. It is therefore strongly encouraged that participants should download the papers for the Meeting from the website and bring copies with them as necessary or use their notebook computers during the meeting.

4.2 According to the established procedures for APANPIRG Meetings and its Contributory Bodies, only the Working Papers are to be presented at the Meeting, while the related Information Papers should provide relevant background and technical information without calling for specific action by the Meeting. The Working Papers should indicate clearly the action expected from the Meeting; where necessary, a draft text for appropriate Decision/Conclusion to be adopted by the Meeting should be included.

4.3 All Working and Information Papers for the Meeting should be submitted to the Regional Office in MS Word format using the template available for download on the website. Papers should be sent via e-mail to the Regional Office as early as possible, preferably **not later than 15 May 2015**. Please include in the subject line of the e-mail the text “AOPWG/3”.

4.4 Papers submitted after the established deadline will be regarded as Information Paper. During the session, ad-hoc discussion documents and flimsies will be distributed via the website.

4.5 The electronic version of the draft report will be made available on the APAC website for down load on the last day of the meeting.

## **5. Location of the Meeting Venue**

5.1 Putrajaya Marriott Hotel, IOI Resort City, 62502 Sepang Utara, Malaysia

## **6. Passport and visa**

6.1 All visitors to Malaysia must hold a valid Passport or internationally recognised Travel Document valid for travel to Malaysia. The documents shall be valid, for more than six months from the date of entry. Foreign nationals who require a Visa to enter Malaysia must apply and obtain a Visa in advance at any Malaysian Representative Office abroad before entering the country. Further information about Malaysia’s Visa requirements can be found at the Immigration Department of Malaysia’s website <http://www.imi.gov.my>

## **6.2 Currencies and Credit Cards**

The unit of currency is Malaysian Ringgit indicated as RM. The current exchange rate is about US\$1 = RM 3.10 International credit cards such as Visa, MasterCard, Amex and Diners Club are accepted at major hotels, departmental stores and restaurants.

## **6.3 Time**

Malaysia is eight hours ahead of GMT and 16 hours ahead of U.S. Pacific Standard Time.

## **6.4 Climate**

Malaysia has tropical climate with warm weather all year round.

## **6.5 Electricity**

Voltage is 220 - 240 volts.

## **7. Arrival and Departure**

7.1 Participants are requested to make their own arrangement for transportation from the airport to the city. K.L. International Airport (KLIA) operates limousine services from the airport to Kuala Lumpur City ([www.airportlimo.my](http://www.airportlimo.my)). Public taxi meter service is also available at Level 2 Main Terminal Building KLIA. In addition to the fare, passengers are required to pay the express way toll charges if any.

7.2 Various buses at KLIA and Express Rail Link (ERL) KLIA Express provide travellers with transportation to different destinations. Information about the routes and fares are available at [www.klia.com.my](http://www.klia.com.my) and [www.kliaexpress.com](http://www.kliaexpress.com).

7.3 When departing, the hotel can arrange for transportation to the airport. Public taxis, which are less expensive than hotel taxis, are also available. Most taxis have a fare meter.

7.4 Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Meeting.

7.5 Participants are requested to ensure that their return bookings are confirmed as required.

## 8. Hotel Reservation

8.1 DCA Malaysia has negotiated the best rates with Putrajaya Marriott Hotel and participants are encouraged to book their accommodation with this hotel via attached Hotel Reservation Form. Please contact Ms. Dalila Wazir at [reservation.hotel@marriottputrajaya.com](mailto:reservation.hotel@marriottputrajaya.com) for any inquiries.

ROOM CATEGORY	ROOM RATE
Deluxe Single With One Buffet Breakfast	RM310
Deluxe Twin Sharing With Two Buffet Breakfasts	RM350

### Nearby Hotels

HOTEL	DETAILS	REMARKS
Palm Garden Hotel	IOI Resort City 62502 Putrajaya  Tel: +603 8943 2233 Fax: +603 8943 1122 http: <a href="http://www.palmgarden.com.my/">www.palmgarden.com.my/</a>	Walking distance to Meeting Venue (1 Minute)
Putrajaya Shangri-La Hotel	Taman Putra Perdana Precinct 1, 62000 Putrajaya  Tel: +603 8887 8888 Fax: +603 8887 8889  <a href="http://www.shangri-la.com/kualalumpur/putrajayashangrila/">http://www.shangri-la.com/kualalumpur/putrajayashangrila/</a>	8 km to Meeting Venue
The Everly Putrajaya	No. 1, Jalan Alamanda 2 Precinct 1, 62000 Putrajaya  Tel: +603 8892 2929 Fax: +603 8892 2828  <a href="http://www.everlyhotel.com/The%20Everly%20Hotel%20Putrajaya.aspx">http://www.everlyhotel.com/The%20Everly%20Hotel%20Putrajaya.aspx</a>	7 km to Meeting Venue