



ICAO

*International Civil Aviation Organization*

Workshop on Transposition of Annex 14 SARPs into National Aerodrome Standards and the Sixth Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/6)

*Langkawi, Malaysia, 17 - 21 February 2025*

## MEETING BULLETIN

### 1. Dates and Meeting Venue

1.1 The Workshop on Transposition of Annex 14 SARPs into National Aerodrome Standards in conjunction with the Sixth Meeting of the Asia/Pacific Aerodrome Design and Operations Task Force (AP-ADO/TF/6), will be held at the Aloft Hotel in Langkawi Pantai Tengah, Malaysia from 17 to 21 February 2025.

The meeting venue is:

#### **Tactic Meeting Room**

**Address** : Aloft Langkawi Pantai Tengah, Lot PT 701, Jalan Pantai Tengah, Mukim Kedawang, 07000 Langkawi, Kedah

**Tel** : +60 4 952 5252

**Fax** : +60 4 952 5388

**E-mail** : [sales.aloftlangkawi@alofthotels.com](mailto:sales.aloftlangkawi@alofthotels.com)

### 2. Registration of Participants

2.1 Participants are requested to register at the Registration Desk in the reception area of Tactic Meeting Room, Aloft Langkawi Pantai Tengah, Lot PT 701, Jalan Pantai Tengah, Mukim Kedawang, 07000 Langkawi, Kedah between 08:30 and 09:00 hours on the opening day of the Workshop/Meeting and obtain a Workshop/Meeting identification badge. Participants shall wear the identification badge at all the time during the Workshop/Meeting.

### 3. Hotel Information

3.1 Civil Aviation Authority of Malaysia (CAAM) has made arrangements for special rates for Participants attending the Workshop/Meeting at the venue Hotel, as follows:

Hotel	Room type	Rates/night
<b>ALOFT Langkawi Pantai Tengah</b>  (Lot PT 701, Jalan Pantai Tengah, Mukim Kedawang, 07000 Langkawi, Kedah)	<b>Loft Garden/Rainforest</b> 1 King Bed / 2 Single Beds for 2 persons  <b>Loft Seaview</b> 1 King Bed / 2 Single Beds for 2 persons	<b>480.00 MYR</b> (Special Rate)  <b>570.00 MYR</b> (Special Rate)

**ATTACHMENT B** to State Letter T 11/5.13.3 — AP134/24 (AGA)

		*for special rate, reservation via email to: <a href="mailto:UtamiFajar.Sari@alofthotels.com">UtamiFajar.Sari@alofthotels.com</a> Cc to: <a href="mailto:reservations.aloftlangkawi@aloft.com">reservations.aloftlangkawi@aloft.com</a>
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\*\*\* **ALOFT Langkawi Pantai Tengah** is located 17 minutes to Langkawi International Airport and 20 Minutes to Kuah City Centre.

**Inclusion:** Daily breakfast, free wireless internet access throughout the resort, complimentary bottled water, coffee/tea making facilities in all rooms and free access to Pool & Fitness/ Gym.

3.2 Alternative accommodations near the venue of the meeting:

No.	Hotel	Room Type	Rates/Night
1	<b>Pelangi Beach Resort &amp; Spa, Langkawi</b> (Pantai Cenang, 07000 Langkawi, Kedah Darul Aman, Malaysia)	<b>Lake Front Room</b> 1 King Bed/ 2 Single Beds for 2 persons	<b>1,071 MYR</b>  *for special rate, reservation via email to: <a href="mailto:resvn.pbl@pelangiresort.com">resvn.pbl@pelangiresort.com</a>
2	<b>Resort World Langkawi</b> (Tanjung Malai, 07000 Langkawi, Kedah Darul Aman, Malaysia)	<b>Premier Garden</b> 1 King Bed/ 2 Single Bed for 2 persons  <b>Premier Seaview</b> 1 King Bed/ 2 Single Bed for 2 persons	<b>410 MYR</b> (Special Rate)  <b>445 MYR</b> (Special Rate)  *for special rate, reservation via WhatsApp: +60194464511 or email: <a href="mailto:ika.syazwani@rwlangkawi.com">ika.syazwani@rwlangkawi.com</a>
3	<b>The RIYAZ Lavanya Langkawi</b> (Jalan Teluk Baru, Pantai Tengah, 07000 Langkawi, Kedah Darul Aman, Malaysia)	<b>Deluxe Twin</b> 2 Single Beds for 2 persons  <b>Studio Mountain View</b> 1 King Bed for 2 persons  <b>Studio Sea View</b> 1 King Bed For 2 persons  <b>Junior Suites</b>	<b>1,320 MYR</b> (Special Rate)  <b>1,320 MYR</b> (Special Rate)  <b>532 MYR</b> (Special Rate)  <b>669 MYR</b>

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		1 King Bed For 2 persons	(Special Rate)  *for special rate, reservation via email to: <a href="mailto:sm.trll@theriyaz/hotels.com">sm.trll@theriyaz/hotels.com</a> / <a href="mailto:ecm.trll@theriyaz/hotels.com">ecm.trll@theriyaz/hotels.com</a>
<b>4</b>	<b>Camar Resort Langkawi</b> (60183, Jalan Pantai Tengah, 07000 Langkawi, Kedah Darul Aman, Malaysia)	<b>Deluxe Room – Pool Wing</b>  1 King Bed for 2 persons  <b>Deluxe Room – Beach Wing</b> 1 King Bed for 2 persons  <b>Lagoon Room – Pool Wing</b> 1 King Bed for 2 persons  <b>Premier Villa</b> 1 King Bed for 2 persons	<b>850 MYR</b>          <b>893 MYR</b>          <b>1,063 MYR</b>          <b>1,063 MYR</b>
<b>5</b>	<b>Holiday Villa Resort &amp; Beachclub Langkawi</b> (Lot 1698 Pantai Tengah, Mukim Kedawang, 07000, Langkawi, Malaysia)	<b>Superior Room</b> 1 King Bed for 2 persons  <b>Deluxe Room</b> 1 King Bed for 2 persons	<b>680 MYR</b>          <b>700 MYR</b>
<b>6</b>	<b>PARKROYAL Langkawi Resort</b> (Lot 60199, Pantai Tengah, Bandar Padang Matsirat, 07000 Pulau Langkawi, Kedah Darul Aman, Malaysia)	<b>Superior Room</b> 1 King Bed/Twin Beds for 2 persons  <b>Deluxe Room</b> 1 King Bed/Twin Beds for 2 persons	<b>995 MYR</b>          <b>1085 MYR</b>

**4. Transfer Services**

4.1 Participants are required to make their own transportation arrangement upon arrival in and departure from Langkawi. Most of the hotels run their transfer service to and from the airport with additional charges. Public transportation is easily accessible at the hotels. Grab is the mostly used Apps for taxi services in Malaysia.

**5. Visa, Insurance and Customs**

5.1 Participants must possess the documentation required to enter and stay in Malaysia. Participants may wish to obtain information on Malaysia entry requirements by accessing the Immigration Department of Malaysia [website](#)

5.2 Application for visa is the responsibility of the State or delegate concerned and should be requested well in advance as for certain countries visa processing may require additional security screening time. In case a visa support letter is required, the appropriate authority, administration or State in question should send a request, on official letterhead, to the ICAO APAC Office, at least 6 weeks before the start of the meeting. No personal invitations can be issued by ICAO.

5.3 Participants must be medically fit and in possession of insurance coverage to meet expenses for any unexpected event, including illness or medical emergency during the meeting. ICAO will not take responsibility for any expenses incurred concerning participation to its meetings/events.

5.4 Please refer to the Royal Malaysian Customs Department [Website](#) for the restrictions on the import of foreign currency.

**6. Travel to Langkawi**

6.1 Langkawi International Airport is an airport in Padang Matsirat, Langkawi, Kedah, Malaysia. The airport is about 20 km from the city center and 11 km to the meeting venue.

**7. Further Information**

7.1 Information about weather condition may be found on the website of Malaysia Meteorological Department at <https://www.met.gov.my/>. Tropical or light weight and washable cottons will suffice and woollens are not necessary.

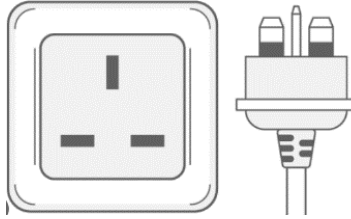
7.2 Dress code for the meeting is formal. Casual clothing is not suitable for the meeting.

7.3 Malaysian time is eight (8) hours ahead of Co-ordinated Universal Time (UTC+8).

7.4 International credit cards such as American Express, Visa, Master Card, etc. are normally accepted at major hotels and department stores.

7.5 Most of the commercial banks exchange major foreign currencies and are open from 0930 to 1600 hours from Monday through Friday and some keep the foreign exchange counter open until 2100 hours. Foreign exchange counters operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sundays and on public holidays from 1000 to 2000 hours. To change travellers' cheques, you are required to show your passport.

7.6 The type of electrical plug and socket typically used in Malaysia is Type G plug:



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