

**INTERNATIONAL CIVIL AVIATION ORGANIZATION
ASIA AND PACIFIC OFFICE**

AD HOC AFGHANISTAN CONTINGENCY GROUP

(Kuala Lumpur, Malaysia 11 – 12 September 2014)

MEETING BULLETIN

1. Schedule of Meeting

1.1 The opening session of the Meeting will be held at 1300 hours on Thursday, 11 September 2014 at the Function Room 4, Ground Floor Convention Centre, Renaissance Hotel, Kuala Lumpur, Malaysia, immediately after APANPIRG/25.

1.2 The Order of Business will be announced on the first day of the Meeting.

2. Registration of participants

2.1 Participants are requested to register at the Registration Desk between 1230 and 1300 hours on 11 September 2014. Participants are also requested to wear the identification badge all the time.

3. Officers and Secretariat concerned with the Meeting

3.1 Mr. Len Wicks, Regional Officer, Air Traffic Management, ICAO Asia and Pacific Office, will act as Secretary of the Meeting.

3.2 The daily conference services will be supported by Mr. Maget Ahmad Zuhri Megat Zubir, DCA Malaysia. (email: megat@dca.gov.my)

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

Fax: +66 (2) 537-8199
E-mail: apac@icao.int
Cc: Lwicks@icao.int

4. Meeting documents for distribution

4.1 Participants are kindly requested to note that working or information papers for the meetings **must reach this office at least two weeks before the commencement of the meeting**. If you are unable to meet this deadline, please ensure that the participants bring adequate copies (paper and electronic versions) for all delegates. Meeting documents will be available on ICAO APAC website (<http://www.icao.int/>) prior to the meeting.

4.2 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.

4.3 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.

4.4 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 Function Room 4, Ground Floor Convention Centre, Renaissance Hotel, Kuala Lumpur is located at the corner of Jalan Sultan Ismail and Jalan Ampang, Kuala Lumpur, 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). 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 and 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 The nearest My Rapid Monorail and Light Rail Transit (LRT) to the meeting venue are Bukit Nanas Station and Dang Wangi Station.

Transportation

My Rapid Monorail	Bukit Nanas Station	4 Minutes walking distance	www.myrapid.com.my
My Rapid LRT	Dang Wangi Station	6 Minutes walking distance	
My Rapid Bus	T332, U21, U22, U26	In front of Hotel	

7.6 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 Renaissance Hotel and participants are encouraged to book their accommodation with this hotel via the Reservation link given, ([RESERVATION](#)). Please contact Ms. Karen Yap at rhi.kulrn.reservations@renaissancehotels.com for any inquiries. Please use **BLOCK CODE K98** and **BLOCK ID 291 9982** for group reference.

<i>East Wing</i>	
Superior room (single)	RM290.00nett per room per night with one breakfast and in room high speed internet access
Superior room (twin)	RM330.00nett per room per night with two breakfasts and in room high speed internet access

<i>West Wing</i>	
Deluxe room (single)	RM350.00nett per room per night with one breakfast and in room high speed internet access
Deluxe room (twin)	RM390.00nett per room per night with two breakfasts and in room high speed internet access

Nearby Hotels

HOTEL	DETAILS	REMARKS
Concorde Hotel (4 Star Hotel)	<p>Concorde Hotel Kuala Lumpur 2 Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia</p> <p>Tel: +603 2144 2200 Fax: +603 2144 1628 http://kualalumpur.concordehotelsresorts.com</p>	Walking distance to Meeting Venue (4 Minutes)

<p>Maya Hotel (5 Star Hotel)</p>	<p>Hotel Maya Kuala Lumpur 138, Jalan Ampang, 50450 Kuala Lumpur, Malaysia</p> <p>Tel: +60 3 2711 8866 Fax: +60 3 2711 9966 Resv Fax: +60 3 2711 2277 http://www.hotelmaya.com.my/</p>	<p>Walking distance to Meeting Venue (4 Minutes)</p>
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