



INTERNATIONAL CIVIL AVIATION ORGANIZATION

**ICAO INTERNATIONAL AVIATION AND ENVIRONMENT SEMINAR,
28 TO 29 OCTOBER 2014 AND STATES' ACTION PLANS SEMINAR,
29 TO 30 OCTOBER 2014, KUALA LUMPUR, MALAYSIA**

SEMINAR BULLETIN

1. Schedule of Seminar

1.1 The opening session of the Seminar will be held at 0900 hours on Tuesday, 28 October 2014, at the Concorde Hotel, Kuala Lumpur, 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. Participants are also requested to wear the identification badge all the time.

3. Location of the Seminar Venue

3.1 Concorde Hotel Kuala Lumpur
2 Jalan Sultan Ismail
50250 Kuala Lumpur, Malaysia

4. Passport and visa

4.1 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>

4.2 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.

4.3 Time

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

4.4 Climate

Malaysia has tropical climate with warm weather all year round.

4.5 **Electricity**

Voltage is 220 - 240 volts.

5. **Arrival and Departure**

5.1 Participants are requested to make their own arrangement for transportation from the airport to the city. KL 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.

5.2 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.

5.3 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.

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

5.5 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	7 Minutes walking distance	
My Rapid Bus	B103	In front of Hotel	

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

6. **Hotel Reservation**

6.1 DCA Malaysia has negotiated the best rates with Concorde Hotel Kuala Lumpur and participants are encouraged to book their accommodation with this hotel via attached Accommodation Reservation Form. Please contact Ms. Lyann at kl@concorde.net for any inquiries.

ROOM CATEGORY	ROOM RATE
Deluxe	RM295.00++ (RM342.20nett) inclusive of breakfast to a maximum of 2 persons per room and complimentary WiFi access
Premier Room	RM395.00++ (RM458.20nett) inclusive of breakfast to a maximum of 2 persons per room and complimentary WiFi access
Premier Executive Room	RM425.00++ (RM493.00nett) inclusive of breakfast to a maximum of 2 persons per room and complimentary WiFi access

Nearby Hotels

HOTEL	DETAILS	REMARKS
Renaissance Hotel	Renaissance Hotel, Kuala Lumpur Corner of Jalan Sultan Ismail and Jalan Ampang, Kuala Lumpur Malaysia Tel: +603 2162 2233 Fax: +603 21631122 http://www.marriott.com/hotels/travel/kulrn-renaissance-kuala-lumpur-hotel/	Walking distance to Meeting Venue (5 Minutes)
Shangri-La Hotel	Shangri-La Hotel, Kuala Lumpur 11 Jalan Sultan Ismail Kuala Lumpur 50250 Malaysia Tel: +603 2032 2388 Fax: +603 2070 1514 http://www.shangri-la.com/kualalumpur/shangrila/	Walking distance to Meeting Venue (6 Minutes)
Sheraton Imperial	Sheraton Imperial Kuala Lumpur Jalan Sultan Ismail Kuala Lumpur 50250 Malaysia Tel: +603 2717 9889 Fax: +603 2717 9999 http://www.sheratonimperialkualalumpur.com/	Walking distance to Meeting Venue (12 Minutes)