



INTERNATIONAL CIVIL AVIATION ORGANIZATION
THE FIRST MEETING OF THE SOUTH CHINA SEA – MAJOR TRAFFIC
FLOW REVIEW GROUP (SCS-MTRG/1)
19 TO 20 JANUARY 2015, KUALA LUMPUR, MALAYSIA

MEETING BULLETIN No 1

1. Schedule of meeting

The opening session of the Meeting will be held at 0900 hours on Monday, 19 January 2015, at the Department of Civil Aviation, Putrajaya, Malaysia.

2. Registration of participants

Participants are requested to register at the Registration Desk situated on the 4th Floor, Podium B between 0830 and 0900 hours on the opening day of the Meeting. Participants are also requested to wear the identification badge all the time.

3. Location of the Meeting Venue

**B747 Meeting Room,
4th Floor, Podium B
Department of Civil Aviation
27 Persiaran Perdana, Precinct 4
62618 PUTRAJAYA
Malaysia**

4. Passport and visa

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>

5. Currencies and Credit Cards

The unit of currency is Malaysian Ringgit indicated as RM. The current exchange rate is about US\$1 = RM 3.45. International credit cards such as Visa, MasterCard, Amex and Diners Club are accepted at major hotels, departmental stores and restaurants.

6. Time

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

7. Climate

Malaysia has tropical climate with warm weather all year round.

8. Electricity

Voltage is 220 - 240 volts.

9. Arrival and Departure

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.

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

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.

10. Transportation to and from Meeting

Participants are requested to make their own arrangements for transportation from their hotels to the venue of the Meeting. Public taxis will be the most convenient choice but some drivers may not be familiar with the location of the venue. Landmark for taxi is **KBS-Kementerian Belia dan Sukan**

<https://www.google.com.my/maps/search/location+map+dca+,malaysia/@2.9190639,101.6815839,14z>

If you are staying in Kuala Lumpur, an option is to take the **KLIA ERL Transit Train** from **KL Sentral Station**, stop at the **Putrajaya & Cyberjaya Station** and then take a taxi. Trains depart every 20 minutes during peak hours.

11. Hotel Reservation

7.1 DCA Malaysia has negotiated the following rates for participants. When making your booking, advise that you are participating in the meeting organised by the Department of Civil Aviation.

Hotel	Room Type	Room Rate with breakfast
The Everly Putrajaya (contact: hh.lim@theeverlygroup.com)	Superior	RM233 nett
	Deluxe	RM253 nett
	Executive Room	RM313 nett
	Junior Suite	RM348 nett
	Executive Suite	RM388 nett
Hotel Istana 73 Jalan Raja Chulan 50200 Kuala Lumpur (contact: zulkarnain.sulaiman@hotelistana.com.my)	Deluxe Room Single	RM330 nett
	Deluxe Room Twin/Double	RM380 nett
	Club Room Single	RM498.80 nett
	Club Room Twin/Double	RM545.20 nett
	Club Suite (One Bedroom) Single	RM678.60 nett
	Club Suite (One Bedroom) Twin/Double	RM725.00 nett

<p>The Federal Hotel 35, Jalan Bukit Bintang 55100 Kuala Lumpur Malaysia (contact: aida@federal.com.my)</p>	<p>Superior room (single) Superior room (twin) Merdeka Premier (single) New Room</p>	<p>RM266.80 RM290.00 nett RM324.80 nett</p>
<p>Parkroyal Kuala Lumpur Jalan Sultan Ismail 50250 Kuala Lumpur (contact: may.lian@pphg.com)</p>	<p>Deluxe Single Deluxe Twin</p>	<p>RM355 nett RM375 nett</p>

If you have difficulties or need us to book for you, please email requirements to chewll@dca.gov.my

Meeting Venue

