

**ITU-T SG3 Regional Group for Asia and Oceania (SG3 RG-AO),
ITU Regional Economic and Financial Forum of
Telecommunication/ITCs for Asia and Pacific
Kuala Lumpur, Malaysia, 28 September – 1 October 2015**

1. MEETING VENUE

The meeting will take place at the Grand Millennium Hotel, Kuala Lumpur, Malaysia.

2. HOTEL ACCOMMODATION

Special rates have been negotiated by the host for all participants to stay at the Grand Millennium Hotel, Kuala Lumpur. A reservation form for the Grand Millennium Hotel, Kuala Lumpur and a separate list of hotels for participant's consideration will also be uploaded here: <http://www.itu.int/en/ITU-T/studygroups/2013-2016/03/sg3rgao/Pages/default.aspx>. Participants are responsible for meeting their accommodation cost.

Please find below the list of recommended hotels:

NO.	HOTEL	CONTACT DETAILS
1.	 <p>Grand Millennium Kuala Lumpur</p>	<p>Grand Millennium Kuala Lumpur 160, Jalan Bukit Bintang, Bukit Bintang, 55100 Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur Tel: +60 3-2117 4888 Email: enquiry.gmkl@millenniumhotels.com URL: http://www.millenniumhotels.com/grandmillenniumkualalumpur/</p> <p><i>*Special rates have been negotiated by the host for all participants to stay at the Grand Millennium Kuala Lumpur</i></p>
2.	 <p>JW Marriott Hotel</p>	<p>JW Marriott Hotel 183 Jalan Bukit Bintang, 55100 Kuala Lumpur Tel: +603 2332 9888 URL: http://www.marriott.com/hotels/travel/kuldt-jw-marriott-hotel-kuala-lumpur/</p>
3.	 <p>The Westin Kuala Lumpur</p>	<p>The Westin Kuala Lumpur 199, Jalan Bukit Bintang Bukit Bintang 55100 Kuala Lumpur Tel: +603 2731 8333 Email: kualalumpur.grand@hyatt.com URL: http://www.thewestinkualalumpur.com/</p>
4.	 <p>PARKROYAL Kuala Lumpur</p>	<p>PARKROYAL Kuala Lumpur Jalan Sultan Ismail, Bukit Bintang, Kuala Lumpur, Malaysia 50250 Tel: +60 3-2147 0088 Email: https://www.parkroyalhotels.com/en/contact.html?r=prkul URL: www.parkroyalhotels.com</p>

3. VISA

All travelers to Malaysia must be in possession of a valid passport issued and recognised by their governments. If a visa is required, participants are

requested to obtain this official document prior to travelling to Malaysia. Visas are issued at Malaysian Representative Offices abroad.

The duration for the visitor's visa varies for different countries. Participants are advised to refer to the Types of Visa web site of the Immigration Department of Malaysia at <http://www.imi.gov.my/index.php/en/main-services/visa/types-of-visa>

Visa fees varies for different countries. Participants are advised to refer to the Visa fees web site of the Immigration Department of Malaysia at <http://www.imi.gov.my/index.php/en/main-services/visa/visa-fees>

For complete details of visa requirements, participants are advised to refer to the visa requirement web site of the Immigration Department of Malaysia at <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>.

Enquiries related to visa and/or letter of support can be addressed to: sean.doral@cmc.gov.my

4. REGISTRATION

All participants are required to register prior to attending this meeting. Participants are encouraged to complete and submit an online registration which can be accessed here: <https://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?eventid=3000789>. Kindly refer to the instruction on the website to complete the registration.

5. AIR TRAVEL

The Kuala Lumpur International Airport (KLIA) is located at the top of the southern corridor of Peninsular Malaysia, bordering the states of Selangor and Negeri Sembilan. Situated in the Sepang district, it is approximately 50km from the capital city, Kuala Lumpur.

6. TRANSPORT

An airport-hotel-airport transfers for all participants will be arranged based on a complete and accurate flight number, arrival and departure dates and times and hotel as requested in the online airport transfer request form. Online airport transfer request form which can be accessed here:

https://docs.google.com/forms/d/12XWTrQE-1s-6_5tDa0hWBt0r3w6iScuKVpdR5moi9Kw/viewform?edit_requested=true

The airport transfer form must be completed and submitted to the local organizers by 18 September 2015.

For participants who wish to make their own airport transfer arrangements the following options are available:

Airport Limousine:

This service is operated on a pre-paid coupon basis which can be purchased at the Limousine Counter in the International Arrival Hall and is available 24 hours a day. The journey time from KLIA to meeting venue (Kuala Lumpur) is around 1 hour.

One way fare: Approximately USD 27 (RM100.00) (Budget limousine)

Approximately: USD 40 (RM150.00) (Premier limousine)

For more information please refer to this link

<http://www.airportlimo.my/content.php>

Airport Coach

The Airport Coach departs every 30 minutes from KLIA to KL Sentral and vice versa. Tickets can be purchased at the Airport Coach counters at the following:

- KLIA Bus Station, Ground Floor, Block C KLIA (Annex to Main Terminal Building)
- KL Sentral Bus Station, Ground Floor - Airport Coach Counter A

ROUTES	FARE	OPERATION TIME	
		DEPARTURE (Departs every 30 minutes)	
KLIA to KL Sentral and vice versa	One way	From KL Sentral	From KLIA
	Adult : MYR 10.00 (approximate USD 3.15) Child : RM 6.00 (approximate USD 1.90)	First Bus: 0500 AM Last Bus: 1200 PM Travelling time: 1 hour (approximate)	First Bus: 0630 AM Last Bus : 1230 AM Travelling time: 1 hour (approximate)
	Return Trip Adult : RM 18.00 (approximate USD 6.00) Child : RM 10.00 (approximate USD 3.15)		

KLIA Ekspres (ERL)

The Express Rail Link (ERL) is a high speed rail link between KLIA and KL Sentral Station. Trains are available every 20 minutes and the journey time from KLIA to KL Sentral is 30 minutes. From KL Sentral Station, passengers may purchase coupons at the Taxi Counter to their respective hotels. One way fare is approximately USD10 (RM35.00).

For more information please refer to this link <http://www.kliaekspres.com/>
Participants will be responsible for making their own transfer arrangements from their respective hotels to the meeting venue if staying in hotels outside of the list of recommended hotels.

7. CLIMATE

Kuala Lumpur enjoys a tropical rainforest climate. Temperature in Kuala Lumpur varies a little from season to season since it is close to the equator. All through the year the city remains warm enough with the average high of 28°C - 32°C. It gets a great level of precipitation all year round. After periods of heavy precipitation Kuala Lumpur may get somewhat colder.

8. LOCAL TIME

GMT +0800 hours

9. CURRENCY, BANKS AND CREDIT CARDS

The unit of currency is the Ringgit Malaysia (RM). The indicative exchange rate, as of June 2015 is:

1USD = RM 3.76

1 EURO= RM 4.26

1 Pound Sterling= RM 5.77

Please note that these rates are subject to change

- Major international credit cards are widely accepted for transactions.
- Banks are open from 0900hrs to 1600hrs Monday through Friday.

- Participants are advised to consult their banks prior to arrival in order to confirm that their debit/credit/ATM cards will allow transactions in Malaysia.
- Forex Bureaux are located in different parts of the city are generally open from 9:00hrs to 18.30hrs Monday through Friday.
- Major credit cards are widely accepted at hotels, restaurants, shops, etc. Visa, MasterCard, American Express, can be used at establishments, however, some restaurants and small shops accept cash payments only.
- We also have money transfer services from Western Union and Money Gram in most banks.

10. ELECTRICITY

The standard supply is 220 volts, 50 Hz. Electrical sockets (outlets) in Malaysia are the "Type G" British BS-1363 type.

Please bring the correct adapter for your equipment. The following electrical plugs are used in most hotels:



11. HEALTH INFORMATION

Yellow Fever certificate is required to be produced for certain countries upon arrival in Malaysia. Participants are advised to refer to the Visa Requirements by Country web site of the Immigration Department of Malaysia at <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>

The nearest hospitals to all the selected hotels are the Kuala Lumpur General Hospital and Prince Court Hospital. Please contact the Concierge of the hotel should you require any medical assistance.

12. SPECIAL NEEDS

The host is committed to ensure that all participants have a fruitful and pleasant stay in Kuala Lumpur. The participants are encouraged to e-mail the host country contact with information regarding handicap accessibility needs, dietary concerns and allergies, relevant medical issues, and any other special need requests which can be fulfilled by the host.

HOST COUNTRY CONTACT:

Sean Sharidz

International Department

Malaysian Communication and Multimedia Commission

MCMC Tower 1, Jalan Impact

Cyber 6, Cyberjaya, 63000

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