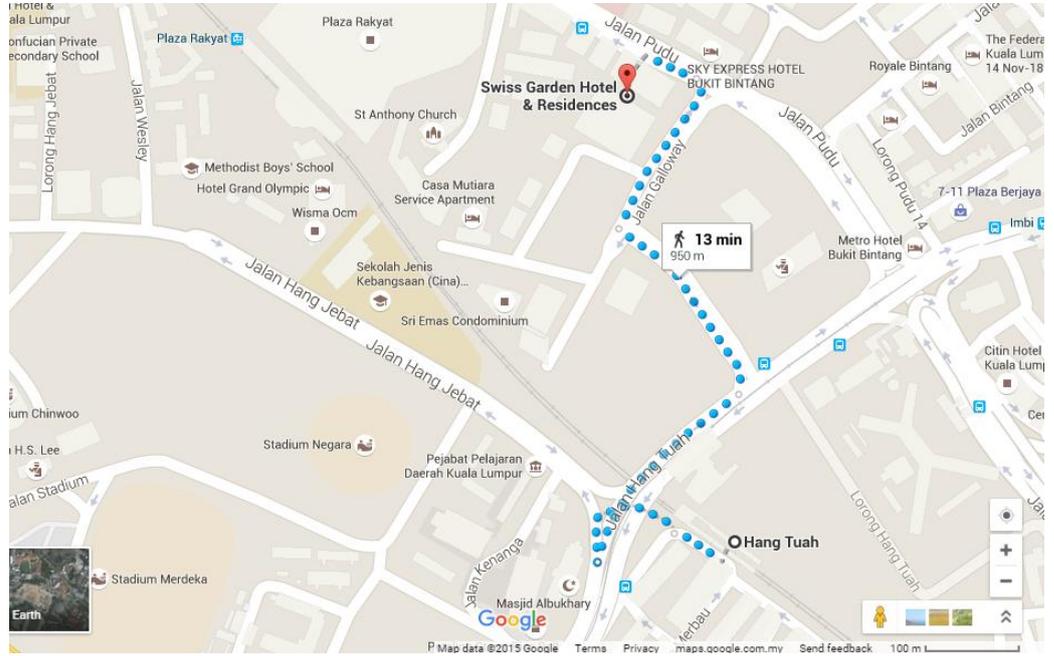


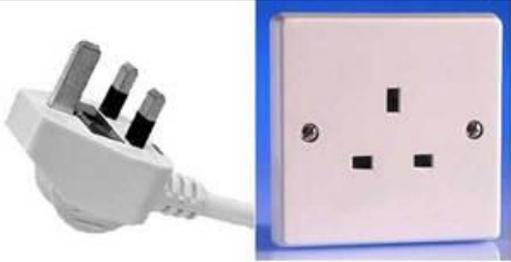


**ASEAN Civil Society Conference/ASEAN People's Forum 2015
(ACSC/APF2015 Conference)**

A-2-10, 8 Avenue, Jalan Sg Jernih 8/1, Seksyen 8, 46050 Petaling Jaya, Selangor, Malaysia
 Tel: (+6) 03 79685415 Mobile: (+6) 017 5605372 Fax: (+6) 03 79685415
 Website: <http://aseanpeople.org/> Email: acsc.apf2015@gmail.com

Welcome to Kuala Lumpur, MALAYSIA!

<u>General Information</u>	
ACSC/APF 2015 Conference Location	<p>Conference Venue Swiss-Garden Hotel & Residences Kuala Lumpur, 117, Jalan Pudu, 55100 Kuala Lumpur, Malaysia. Google map: https://goo.gl/maps/jsHa9e1KCZ52 Website: http://www.swissgarden.com/hotels/residences/ Contact: 603 - 2141 3333 reservation@shrkl.swissgarden.com</p> <p>Closest Monorail station: Hang Tuah</p> 
Registration	<p>IMPORTANT, PLEASE NOTE! All participants are required to register in person and complete payment at the ACSC/APF 2015 Conference Secretariat registration counter as per below details: 16 November 2015; Swiss-Garden Residences ; between 5.00pm – 10.00 pm</p> <p>Upon completion of registration, 'participant' tags will be given which must be used at all times to access the forum and workshop sessions.</p>
Contacts	<p>The contacts for ACSC/APF 2015 Conference team are: Logistics and administration matters: Stephen - +6017 5605372 Programme matters: Jasmine - +6017 3190323</p>

Airport transfer	<p>The easiest way to get from KLIA to the city is probably by taxis. You can hire budget taxis that usually charge around RM80 to RM10 to get from the airport to the hotel. Please buy your taxi prepaid coupon from the counter (Level 1: Transportation) in the airport immediately after going through customs. Do not entertain individuals or taxi touts who invite you for private taxi ride.</p> <p>Alternatively, you can board the KLIA Express; this train brings you in 28 minutes from KLIA to Kuala Lumpur central train station (KL Sentral) at RM35 for a one way ticket. From KL Sentral you can purchase prepaid coupon from the counter for a budget taxi to get you from KL Sentral to the hotel.</p>
Transportation	<p>KL is a relatively accessible city with many ways to get around conveniently with the Light Rail Transit (LRT) and the KL Monorail networks within the city, air-conditioned buses and taxis that will take you anywhere you need to go.</p> <p>If you are taking taxis, be aware of taxi driver scams, insist on the usage of the taxi meter.</p> <p>Local participants are encouraged to use public transport into the city as there are limited parking spaces available. Participants are encouraged to take the Monorail line to Hang Tuah station to get to Swiss-Garden Hotel and Residences – the main venue of the conference.</p>
Visa	<p>Visitors must have a national passport or other internationally recognized travel documents with a validity period of at least six months beyond the length of stay in Malaysia. All ASEAN countries would be granted visa upon arrival except for participants from Myanmar who will have to apply for visa beforehand. Other countries, please visit www.imi.gov.my to confirm if you need a visa for Malaysia.</p>
Currency	<p>The Malaysian Ringgit (RM / currency code: MYR) is used for all transactions locally. Current exchange rate is at 1USD = 4.3MYR. Cash payments are encouraged while credit cards can be used in major stores. ATMs are available throughout the city.</p>
Language	<p>Bahasa Malaysia is the national language of Malaysia, however English along with various other languages and dialects are also widely spoken.</p>
Weather	<p>Hot and humid, perfect for lightweight clothing, with average temperatures at 32 degrees and possible occasional rainfall. Having an umbrella would be handy.</p>
Internet	<p>Internet is available on complimentary basis in the hotel and conference hall. Internet services are also available to the public via internet cafes and at hotels, and many outlets offer free WiFi for their patrons.</p>
Communication	<p>Mobile networks operate on the GSM network and roaming services are readily available, you can purchase prepaid telephone cards at the airport and from stores around the city. Malaysia's international calling code is +60.</p>
Electrical Plug/Outlet and Voltage	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Socket type: "Type G" British BS-1363 Voltage: 220V to 240V</p> </div> </div> <p>If your appliance's plug doesn't match the shape of these sockets, you will need a travel plug adapter in order to plug in.</p>
Safety	<p>KL is generally safe however be aware of pick-pockets. Do keep passports safe and you are encouraged to have copies for emergency situations.</p>
House rules	<p>We would like to stress that *Chatham House Rule applies throughout the forum and workshop sessions - <i>*When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed;</i> Source – Wikipedia. This would include photo taking as well as information discussed in sessions are strictly for forum purposes only and are not to be utilised for any other reasons, without permission from the organisers.</p>

Security Information

Before departure	<ul style="list-style-type: none"> • An official invitation letter will be provided by National Organizing Committee to every participant. • Please bring along a copy of your return ticket and enough money for to cover the duration of your stay in Malaysia. • Immigration at Malaysia may request for return ticket and official letter. • Ensure you have the address of the hotel you are staying at, if requested by Immigration. • Please inform and provide details of your travel itinerary, time and location to your friends, family and country representative. Should you not arrive as planned, they may contact the organizing committee in Malaysia for assistance. • Please ensure your passport is valid for 6 months and more from the date of your departure. • It is also advisable for you to obtain travel insurance to cover your travel and duration of your stay in Malaysia in case of any unfortunate incidents. <p><i>*Do note that report of lost baggage or other claims must be made immediately at the airport or check with your insurance company on the correct procedure.</i></p>
Immigration/ Detention while in Malaysia	<p>Though not frequently invoked, the Immigration Department has a wide discretion in refusing permission to enter upon the country (Section 8 and 9 of the Immigration Act). If you are stopped or detained at the immigration or anyway in Malaysia, stay calm and remember your rights:</p> <ul style="list-style-type: none"> • to be informed as soon as may be the grounds for this arrest • right to contact a legal practitioner of your choice within 24 hours from the time of arrest • right to communicate with a relative or friend with regards to your whereabouts within 24 hours from the time of arrest <p>The immigration officers has the power to detain a foreign national for up to 14 days and court order is required to extend the detention period.</p>
Urgent contacts	<p>If you are having any difficulty at immigration, please call any of the following numbers from Sevan +6016 9708370 / Jerald +6012 2861715 / Stephen +6017 5605372</p> <p>And provide the following details:</p> <ol style="list-style-type: none"> 1. Your name 2. Passport number 3. Your location 4. Name of the arresting officer 5. What has the immigration/arresting officer said to you
General reminder	<p>IMPORTANT, PLEASE NOTE! You are advised to carry the invitation letter and passport (or the photocopied version) with you at all times when you are in Malaysia.</p>
<p>For further information, please visit : www.aseanpeople.org</p>	