



UPDATED 15.11.2017

LOCAL INFORMATION FOR PARTICIPANTS

*The 3rd IPPC Global Symposium on ePhyto, 22 – 26 January 2018
Berjaya Times Hotel, Kuala Lumpur, Malaysia*

(Any information with the following sign; (!!!) Has been recently added and important to note)

1. The meeting

- [1] The 3rd IPPC Global Symposium on ePhyto will be held from 22 – 26 January 2018 in Kuala Lumpur, Malaysia. This symposium will be hosted by Department of Agriculture, Malaysia, the International Plant Protection Convention (IPPC), Asia & Pacific Plant Protection Commission (APPPC), and Department of Agriculture and Water Resources (DAWR), Australia.

2. Registration

- [2] All participants are required to register their participation. To do so please email ephytoregister@doa.gov.my; and include the following details:
- full name
 - the name of the organization you represent
 - expected arrival and departure date
 - Hotel booking form (Appendix One)

3. Symposium venue and hotel information

- [3] The symposium will take place in Berjaya Times Square Hotel, Kuala Lumpur. Information on location of the meeting rooms at the hotel will be added to the local information document closer to the time of the meeting and will also be included on the agenda. All participants are recommended to acquire accommodation at this hotel to simplify meeting attendance. Agenda of the meeting will be uploaded on [international phytosanitary portal](#).



Berjaya Times Square Hotel

1 Jalan Imbi, 55100

Kuala Lumpur, Malaysia

Tel: +60 (3) 2117 8000

Fax: +60 (3) 2143 3352

<http://www.berjayahotel.com/kualalumpur>

- [4] **(!!!) Cost:** The cost of the hotel per night is MYR 370, including one breakfast and one lunch per person (full details in the hotel booking form in Appendix One). Participants for whom Travel arrangements have not been done by IPPC should make payment to the hotel directly during check-out (excluding those participants being funded by the IPPC Secretariat).

(!!!) Hotel booking: Participants for whom Travel arrangements have not been arranged by the IPPC are required to submit hotel reservation form (**Appendix One**). **Please do so by no later than the 31st of December.** We kindly request all participants to not do their own independent booking by directly contacting the hotel, but to please follow the booking procedure outlined in this document. This will ensure correct registration and smooth organization of the event.

Meals: The restaurant is on the fourteenth floor of Berjaya Times Hotel Kuala Lumpur. Breakfast is served from 6:30am - 9:00am and lunch is served between 11:30am-2:00pm. Two refreshments which include coffee/tea plus snacks will be served outside the symposium hall in between sessions.

(!!!)Field Trip: On the 24th of January the day will be dedicated for all participants to attend a field trip. There are two choices each participant may choose from. Option one is the One Stop Centre of Agriculture Regulatory followed by a look at MYPhyto. Option two is a tour of the Westport Sdn Bhd. Both trips will end in the afternoon with a visit of the Central Market and Petaling Street (Full details can be found in Appendix Two). For logistical reasons all participants are required to indicate which of the two field trips they wish to attend in their hotel registration form found in Appendix One.

Wi-Fi Services: Free wi-fi will be provided in the room and symposium hall, username and password will be provided upon checking-in.

4. Local contact

Should you face any issues or have any questions upon arrival please refer to the local contact information shown below.

*Ms. Rozilawati binti Mohd Azman
Plant Biosecurity Division
Department of Agriculture Malaysia
Wisma Tani, Jalan Sulatan Salahuddin
50632 Kuala Lumpur, Malaysia
Email: ephytoregister@doa.gov.my
Telephone: +60 (14) 7178187*

5. Travel Funding

- [5] Funding requests submission are dependent of your region, full instructions are outlined below. Please note that the deadline for funding requests is the 27th of October.
- [6] **PARTICIPANTS FROM AFRICA, LATIN AMERICA&CARIBBEAN AND EUROPE REGIONS:**
- [7] Limited funding has been made available to assist participants requiring financial assistance for travel (economy class ticket) and a daily subsistence allowance (DSA). Criteria used for prioritizing participants to receive travel assistance to attend meetings organized by the International Plant Protection (IPPC) Secretariat will apply. Full details on this policy can be found on the IPP at www.ippc.int/publications/criteria-used-prioritizing-participants-receive-travel-assistance-attend-meetings.
- [8] IPPC Contracting Parties from these regions requesting funding assistance should submit their requests directly to Ms. Natalie Nicora (Natalie.Nicora@fao.org). The deadline for requests for travel funding is October 27th 2017. Please note that budget is limited, and it will be made available based on a first come first serve basis.
- [9] **PARTICIPANTS FROM APPPC MEMBER COUNTRIES:**
- [10] APPPC may provide financial support to one from each developing countries of APPPC for their participation upon funding request with government nomination letter. If you are a member of APPPC, requesting funding assistance please submit the government nomination and funding request letter directly to Dr. Yongfan Piao (yongfan.piao@fao.org) The deadline for requests for travel funding is October 27th 2017.

6. Visa requirements

- [11] Visa requirements vary depending on nationality. Detailed information for participants coming from countries that require visa to enter Malaysia can be obtained from <http://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country>. Please complete your visa application for Malaysia as soon as possible and make sure to apply for the precise dates of your stay in Malaysia. You may consult your local Malaysia

Embassy/Consulate for further details. Please also inform whether you require an invitation letter from Malaysia in order to complete you visa application (ephytoregister@doa.gov.my).

7. Transportation to and from the airport

- [12] Please find transportation options to and from the airport to the hotel. However the taxi is the most advisable option.
- [13] Taxi: Please refer to signs inside the airport terminal building. Taxi fare is between MYR120-150. The journey will take 50-60 minutes to arrive at the hotel by taxi, depending on traffic.
- [14] Train: Please note that there are two airports in Kuala Lumpur, both referred to as KUL. If you plan to take the train, please refer to Kuala Lumpur International Airport (KLIA) Ekspres sign in the airport (<http://www.kliaekspres.com/>). It will take around 28 minutes from KLIA (Airport 1) to Kuala Lumpur Sentral (the central station in Kuala Lumpur). Should you board the train from KLIA2 (Airport 2), it will take around 33 minutes to arrive in Kuala Lumpur Sentral.

KLIA/KLIA2 to KL Sentral	Adult (MYR)	Child (2-12 years)
One-way	55	25
Return	100	45

- [15] From KL Sentral, please take KL Monorail (<https://www.myrapid.com.my/traveling-with-us/how-to-travel-with-us/rapid-kl/monorail-and-lrts>) and exit at MR5 (Imbi Station). The cost is MYR3.10. The exit of this station is at Berjaya Times Square and please follow signboards that will direct you to Berjaya Times Hotel (4-5 minutes walk).

8. Currency and banking

- [16] Currency for Malaysia is Malaysian Ringgit (currency code: MYR). Money changers can be found at airports and plenty of locations in Kuala Lumpur. Malaysian Ringgit can also be obtained at any Automatic Teller Machine (ATM). However, it is advisable that you exchange your money in your country of origin. An average rate is indicated below. Hotel costs and any payment throughout your stay can be paid with major credit and debit cards (MasterCard or Visa). However, please check with the sales person for the usage of these cards to avoid any complication.

(As per United Nations rates as of 1 October 2017)

1USD=4.23MYR

9. Tipping

- [17] There is no tipping in Malaysia. Some restaurants charge a 10%-15% service charge.

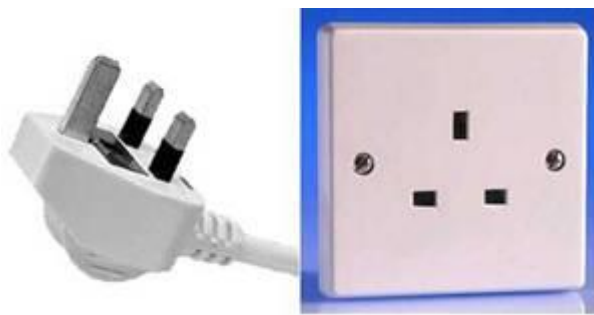
10. Time zone and weather

[18] Malaysia Time (MYT) is a standard time used in Malaysia. It is 8 hours ahead of Greenwich Mean Time and Coordinated Universal Time. The local mean time in Kuala Lumpur was originally GMT+06:46:48.

[19] In January, Kuala Lumpur enjoys mild, welcoming weather even though there are frequent rains. The afternoon temperature reaches its high peak at about 32°C, while it rarely goes below 22°C at night. The overall average daytime temperature is 27°C this month, which is extremely warm.

11. Electricity

[20] In Malaysia, the power sockets are of type G. The standard voltage is 240 V and the standard frequency is 50 Hz.



12. Medical Insurance

[21] The organizers are not responsible for individual medical, travel, or personal insurance. All participants are strongly advised to purchase their own personal travel insurance prior travelling to Malaysia.

13. Water

[22] In Malaysia, tap water is not safe to drink. You are advised to consume boiled water and bottled water.

14. No smoking

[23] Please note that smoking is not permitted in closed spaces, except smoking rooms.

(!!!)Appendix I

Hotel Reservation Form: Please complete and send to the highlighted email bellow. A confirmation of delivery will be sent, followed by a hotel confirmation.

BERJAYA

TIMES SQUARE, KUALA LUMPUR - MALAYSIA
HOTEL

**The 3rd IPPC Global Symposium on ePhyto
“ePhyto and Trade Facilitation”
22 – 26 January 2018
(ATTN: Reservation before 31 December 2017)
Email to ephytoregister@doa.gov.my
To entitled for this special rate
JABATAN PERTANIAN MALAYSIA**

From:	Company:	Date:		
Tel:	Fax:	Email:		
Name of Guest(s) :	(1)			(3)
	(2)			
Arrival Date :		Flight Details / ETA		
Departure Date :		Flight Details / ETD		
	Room Category	Special Room Rate per suite per night	No of room (s)	No of guest (s)
	Superior Room	<i>RM370.00nett Include of 1 breakfast and lunch</i>		
		<i>RM450.00nett Include of 2 breakfast/s and lunch</i>		
	Premier Room	<i>RM520.00nett Include of 1 breakfast and lunch</i>		
		<i>RM600.00nett Include of 2 breakfast/s and lunch</i>		
Tourism Tax	The room rate inclusive of Tourism Tax of RM10 per room per night			
Billing Instruction	Pax Account			
Guaranteed By	[] Mastercard [] VISA [] Amex [] Others -			
	Expiry Date :			
	Credit Card No :			
	For AMEX cardholders, please provide the 4-Digit Security Code No			:

	[] Cash (Full Prepayment)
Special Request (subject to availability)	[] King-bed [] Twin-bed [] Non-smoking
Remark	<i>Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.</i>
Field Trip	<p><i>Wednesday 24th of January a Field Trip will be taking place (all details in Appendix 2) please tick one of the options bellow.</i></p> <p><input type="checkbox"/> <i>I will not be attending the field trip</i></p> <p><input type="checkbox"/> <i>I will be attending Option One –OSCAR and MyPhyto Trip</i></p> <p><input type="checkbox"/> <i>I will be attending Option Two—Sdn Bhd Trip</i></p>

- *Official check-in time is 1500 hours and check-out time is 1200 hours. Late check-out after 1400 hours will be subject to a half day rate and a full day room charge will be imposed for late check-out after 1800 hours.*
- *No-show arrival with a pre-arranged limousine transfer are subject to a full charge unless prior written cancellation has been received by the hotel no later than 72 hours of estimated time of arrival. Any cancellation must be informed 7 days prior to arrival, failing which a one-night penalty charge will be applicable.*
- *All reservations must be guaranteed by a valid credit card / cash / bank draft / cheque. The Hotel reserves the right to release all unguaranteed rooms, seven (7) days prior to arrival date.*

I hereby agree to guarantee the accommodation and any transportation charges with my credit / charge cards as above.

 Authorised Signature

Cardholder's Name:

Confirmed By : _____

Company Stamp:

Confirmation No : _____

Berjaya Times Square Hotel Kuala Lumpur

No. 1 Jalan Imbi, 55100 Kuala Lumpur, Malaysia.

Tel: (603) 2117 8000 Fax: (603) 21178259

(!!!) Appendix II

Proposal for Field Trip
The 3rd IPPC Global Symposium on ePhyto
22-26 January 2018

Please indicate in your hotel booking form (Appendix One) which trip you will be attending.

OPTION 1

Time	Venue
9.00 am	Depart from Hotel
9.30 am	Arrive at OSCAR (One Stop Centre of Agriculture Regulatory)
9.40 am	Briefing on OSCAR and MyPhyto
12.30 pm	Lunch
1.30 pm	Depart for Central Market
2.00 pm – 4.30 pm	Central Market/Petaling Street
5.00 pm	Arrive at Hotel

OPTION 2

Time	Venue
8.00 am	Depart from Hotel
10.00 am	Arrive at Westport Sdn Bhd
10.30 am	Briefing on port operation
12.00 pm	Lunch
1.00 pm	Depart for Central Market
3.00 pm – 4.30 pm	Central Market/Petaling Street
5.00 pm	Arrive at Hotel