

FOR PARTICIPANTS ONLY

4 October 2010

ECONOMIC AND SOCIAL COMMISSION FOR ASIA AND THE PACIFIC

**ARTNeT Research Team Meeting on Improving Regional Trade Procedures and Processes
and**

**Asia Pacific Trade Facilitation Forum (APTFF) 2010
“Trade Facilitation for Regional Connectivity: Advancing Paperless Trade”**

4-6 October 2010
Kuala Lumpur, Malaysia

INFORMATION NOTE FOR PARTICIPANTS

Venue and dates

1. The ARTNeT Research Team Meeting (RTM) and the Asia Pacific Trade Facilitation Forum (APTFF) 2010 will be convened at Swiss-Garden Hotel and Residences, Kuala Lumpur, Malaysia on 4-6 October 2010.
2. Registration for ARTNeT RTM will begin at on Monday 4 October at 0845 hours and Forum at 0830 hours on Tuesday. The opening of the Forum will be at 0915 hours on Tuesday, 5 October 2010 by representatives from ESCAP, ADB, UNECE and Ministry of International Trade and Industry, Government of Malaysia. Please refer to the programme for the full schedule of remaining sessions.

Organizing secretariats

3. The Forum is jointly organized by the secretariats of the ESCAP, ADB, UNECE and Ministry of International Trade and Industry, Government of Malaysia.

For further information concerning substantive preparations and organizational aspects of the ARTNeT RTM and Forum, please contact:

Mr. Yann Duval
Economic Affairs Officer
Trade Facilitation Section
Trade and Investment Division
Economic and Social Commission for Asia and the Pacific
The United Nations Building, 4th Floor A
Rajadamnern Nok Avenue, Bangkok 10200, Thailand

Tel: (66) 2288 2252
Fax: (66) 2288 1027, 2288 3066
e-mail: duvaly@un.org

For further information concerning organizational and logistical aspects of the RTM and Forum, please contact:

Ms. Tavitra Ruyaphorn
Research Assistant
Trade Policy Section

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e-mail: ruyaphorn@un.org

Ms. Alisa Tantayanubutr
Project Assistant
Trade Facilitation Section

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Fax: (66) 2288 1027, 288 3066
e-mail: tantayanubutr@un.org

Registration and identification badges

- Participants are requested to register and obtain meeting badges at the registration desk, located at the foyer in front of Meeting Room, between 0845 to 0900 hours on the opening day. Participants who do not register on the opening day are requested to do so on subsequent day, to ensure that their names appear on the list of participants. Without registration, names of participants will not be included in the list.

Working language of the ARTNeT RTM and Forum and documents

- The ARTNeT RTM and Forum will be conducted in English, and all documentation will be issued only in English. Russian-English-Russian interpretation is expected to be provided during the Forum. No interpretation will be provided during side events to the Forum.

Visa requirements

- A valid passport or other travel documents recognized by the Malaysian Government required by all participants. The documents shall be valid for more than six (6) 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 located in their respective countries before entering to Malaysia.

Application can also be made online through I-Visa System (applicable for tourist from Chennai and New Delhi, India or Shanghai, China only).

- Countries that require visa:

Afghanistan (Visa With Reference)	Ethiopia
Angola	Guinea-Bissau
Bhutan	Hong Kong (C/I or D/I)
Burkina Faso	India
Burundi	Liberia
Central African Republic	Mali
China	Myanmar (normal passport)
Colombia	Nepal
Comoros	Niger
Congo Democratic Republic	Rwanda
Congo Republic	Serbia & Montenegro
Cote D'Ivoire	Taiwan
Djibouti	United Nations (Laissez Passer)
Equatorial Guinea	Western Sahara
Eritrea	Mozambique
Bangladesh	Nigeria
Cameroon	Pakistan
Ghana	Sri Lanka

Note that for a stay exceeding one month, a visa will be required, except for nationals of Brunei and Singapore.

The above information is for reference only. For further information on entry formalities, please visit the website: <http://www.imi.gov.my>.

- All participants are also advised to obtain, where necessary, a transit visa for places en route to Malaysia before the commencement of their journey.

9. Letters of invitation sent by ESCAP for the event should in principle be sufficient for applying for and securing a visa. However, should the Malaysian Embassy in your country explicitly asks for an invitation letter from the Malaysian Government to obtain a visa, you may contact ESCAP [email: tantayanubutr@un.org and ruyaphorn@un.org], who will arrange for an invitation letter from the Ministry of International Trade and Industry (MITI).

Hotel accommodation

10. For convenience, single accommodation **has been arranged for sponsored participants** at Swiss-Garden Hotel & Residences where the ARTNeT RTM and Forum will be held. The cost of a single room (breakfast included) will be covered by ESCAP/ADB at this hotel only for the entire duration of the event. Accommodation expenses for sponsored participants staying at a different location will not be reimbursed or compensated.

The hotel address is as follows:

Swiss-Garden Hotel & Residences Kuala Lumpur
 117, Jalan Pudu, 55100 Kuala Lumpur, Malaysia
 Tel: (603) 2785 1182
 Fax: (603) 2145 2763
 e-mail: bqtsalesmgr_sghkl@swissgarden.com, bqtsales_sghkl@swissgarden.com
 Website: <http://www.swissgarden.com>
 (Ms. Azyra Abdul Hamid, Sales Manager)

All sponsored participants will be individually responsible for settling their own personal expenses such as the use of telephone, internet cards, business center, minibar, etc.

11. For self-financed participants who wish to stay at Swiss-Garden Hotel & Residences, please forward requests for room reservation with flight details and need of the airport pick-up facility at the earliest in accordance with the attached hotel reservation request form (page 7), preferably before **16 September 2010**. Participants are required to send their completed form directly to the hotel with copy to the ESCAP Secretariat for follow-up. Upon receipt of the hotel request form, confirmation on hotel reservation will be advised by Swiss-Garden Hotel & Residences accordingly. Hotel bills will be settled individually by participants.
12. Participants are advised to remind the hotel front desk assistant and cashier of their participation in the Forum when checking in and out, in order to enjoy special rates.

Deluxe Single Room:	MYR 287.50 nett/room/night
Deluxe Twin Sharing Room:	MYR 304.75 nett/room/night
Premier Executive Single Room:	MYR 345.00 nett/room/night

The above room rates are nett, inclusive of service charge and government tax, and buffet breakfast.

Transportation on arrival and departure

13. Participants are advised to arrange transport at their own expenses. On request, Swiss-Garden Hotel & Residences will be able to provide a one-way airport transfer from the Kuala Lumpur International Airport to the hotel at the rate of US\$47 (MYR 150.00 nett) per transfer by car. If participants wish to avail of this facility, they are requested to send their confirmation and flight details to the hotel as indicated in the attached hotel request reservation form before **16 September 2010**. Limousine, airport-taxi, bus services and trains are readily available at the airport. More information on the airport is available at <http://www.klia.com.my/>.

Time and weather

14. Malaysian time is eight hours ahead of GMT and 16 hours ahead of U.S Standard Time. The country experiences tropical weather year-round. Temperatures are from 21°C (70°F) to 32°C (90°F). Higher elevations are much colder with temperatures between 15°C (59° F) to 25°C (77°F). Annual rainfall varies from 2,000mm to 2,500mm. For more information about weather in Malaysia, please refer to: <http://www.weatheronline.co.uk/>.

Electricity supply

15. Voltage is 220-240 Volt AC at 50 cycles per second. Standard 3- pin square plugs and socket are used.

Postal and telecommunication services

16. The working hours of post office are 9.00 am to 5.00 pm daily, except for the first Saturdays of the month, Sundays, and public holidays when it is closed
17. Local calls can be made from public phones using shillings or prepaid cards. International calls can also be made using card phones or at any telecom office.

Foreign exchange

18. All major convertible currencies and travelers' cheques can be easily exchanged for the Malaysian Ringgit (MYR) at the prevailing market rates. Exchange rate is MYR 3.19 = US\$1.00 (UN Operational Rate of Exchange as of 1 August 2010). In case participants need Malaysian currency to pay for transportation from the airport to hotels, they may exchange money at banks inside the airport after clearing customs formalities.

Financial and administrative arrangements

19. In those cases where the participation costs are borne by ESCAP/UNECE/ADB, the financial responsibilities will be limited to air tickets and accommodation expenses as indicated in paragraphs 21, 22 and 23 below. Any other expenses will be the sole responsibilities of the participants themselves, for example:
- (i) All expenses in the home country incidental to travel abroad, including expenditure for visa, medical examination, inoculations and other such miscellaneous items and internal travel to and from the airport of arrival and departure in the home country;
 - (ii) Salary and related allowances for the participants during the period of the ARTNeT RTM and Forum;
 - (iii) Cost incurred by participants in respect of insurance, accident insurance, medical bills or hospitalization fees in connection with attending the ARTNeT RTM and Forum;
 - (iv) Compensation in the event of death or disability of participants in connection with attending the ARTNeT RTM and Forum;
 - (v) Any loss of or damage to personal property of participants while attending the RTM and Forum or losses or damages claimed by third parties as a result of any negligence on the part of the participants; and
 - (vi) Any other expenses of a personal nature, not directly related to the purpose of the RTM and

Forum.

20. For participants whose travel are sponsored by ESCAP/UNECE/ADB, UNDP offices in their respective countries will be authorized to issue them the most direct economy round-trip air ticket (home country/Kuala Lumpur/home country) to arrive at Kuala Lumpur on 3 October and depart on 7 October. Deluxe Single room accommodation at the Swiss-Garden Hotel & Residences, where the RTM and Forum will be held, will be provided (room only; see para 10.). Participants will be provided during the RTM and Forum with a **daily subsistence allowance (DSA) to cover miscellaneous and terminal expenses, which will be disbursed in Kuala Lumpur on Monday, 4 October 2010.** DSA in connection with transit expenses for places en route to and from Kuala Lumpur (according to the authorized travel route) will be reimbursed upon participants' submission of their completed UN voucher for reimbursement of expenses (F.10 form) to the ESCAP secretariat, within two weeks after the return to their respective countries. Delay in submission of F.10 claim form by participants may not be accommodated after the closure of project accounts. The duly completed F.10 forms must be sent along with the used air ticket stubs, boarding passes and the completed payment instruction forms which will be provided, on request, at the meeting.
21. To facilitate the payment of subsistence allowance and confirm return flights, eligible participants are requested to submit the attached arrival/departure forms together with copy their air tickets, inbound boarding passes and passports and copy to the ESCAP secretariat staff on duty in the conference room before the opening of the Forum (see Arrival/Departure Form, para 2).
22. Sponsored participants are expected to stay for the full duration of the RTM and Forum. However, if for any unexpected reason, they are unable to stay for the full duration of the Forum, they are requested to inform the secretariat as soon as possible so that their daily subsistence allowance can be adjusted accordingly.

ARRIVAL/DEPARTURE FORM

1. **ESCAP** sponsored participants are requested to fill in and return this form to the ESCAP staff present in the conference room on 4 October 2010 (morning) for disbursement of daily subsistence allowance.
2. In addition to item 1 above, supporting documents indicated below are also requested to be provided the ESCAP secretariat along with the completed form.
 - a. inbound boarding pass(es) from your country, transit country (if any) to Kuala Lumpur
 - b. Original passport

Please provide of below copy to ESCAP staff

- a. Additional copy of air ticket(s)
- b. copy of passport

NAME: _____

COUNTRY: _____

AIR TICKET NUMBER: _____

ARRIVAL AT KUALA LUMPUR: **DATE:** _____

FLIGHT NUMBER: _____

TIME: _____

DEPARTURE FROM KUALA LUMPUR: **DATE:** _____

FLIGHT NUMBER: _____

TIME: _____

Swiss-Garden Hotel & Residences

ROOM NUMBER: _____

SIGNATURE: _____

DATE: _____

HOTEL RESERVATION REQUEST FORM

[Self-financed participants are required to send this form directly to the hotel with copy to the ESCAP Secretariat for follow-up.]

Asia Pacific Trade Facilitation Forum (APTFF) 2010 4-8 October 2010

KINDLY FAX BACK TO – 603 2145 2763 before 16 September 2010
(Attn: Azyra/ Eyma)
to be entitled for this special rate.

From:	Company:	Date:		
Tel:	Fax:	Email:		
Name of Guest(s) :	(1)			
	(2)			
Arrival Date :	Flight Details / ETA			
Departure Date :	Flight Details / ETD			
	<i>Room Category</i>	<i>Special Room Rate per room per night</i>	<i>No of room (s)</i>	<i>No of guest (s)</i>
	<i>Deluxe</i>	<i>RM287.50nett (1 breakfast)</i> <i>RM304.75nett (2 breakfasts)</i>		
Billing Instruction				
Guaranteed By	<input type="checkbox"/> Mastercard <input type="checkbox"/> VISA <input type="checkbox"/> Amex <input type="checkbox"/> Others - Expiry Date : _____			
	Credit Card No : _____			
	For AMEX cardholders, please provide the 4-Digit Security Code No : _____			
Special Request (subject to availability)	<input type="checkbox"/> King-bed <input type="checkbox"/> Twin-bed <input type="checkbox"/> Non-smoking			
	<input type="checkbox"/> Cash / Bank Draft / Cheque (Full Prepayment)			
	If mode of payment is by cash / bank draft / cheque, the Hotel will forward a Proforma Invoice with complete bank details. (Please provide a photocopy of your credit card – front & back)			
Remark	Guest will be responsible for any claims made by the Hotel for loss on exchange arising from accounts settled by foreign currencies.			

- 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 2 days prior to arrival, failing which a full length of stay penalty charges 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 non-guaranteed rooms, seven (7) days prior to arrival date.
- Reservation received after the above mentioned cut-off date will be subject to availability and the Hotel reserved the right not to extend the same special rates for the above event.
- I hereby agree to guarantee the accommodation and any transportation charges with my credit / charge cards as above.

Authorized Signature

Cardholder's Name :-

Confirmed By : _____

Company Stamp :-

Confirmation No : _____

E-mail : sales_sghkl@swissgarden.com Website : www.swissgarden.com

Owned by PJD Hotels Sdn. Bhd. (Co. No. 47791-T)

A member of PJ Development Group

MAP

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Website: <http://www.swissgarden.com>



