

Future Earth regional workshop for Asia and the Pacific

Hotel « Le Meridien », Kuala Lumpur, Malaysia

21 – 23 November 2012

PRACTICAL ARRANGEMENTS

Organiser



Partners



UNITED NATIONS
UNIVERSITY



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Future Earth regional workshop for Asia-Pacific

Le Meridien Kuala Lumpur
Kuala Lumpur, Malaysia

21-23 November 2012

MEETING VENUE & ACCOMMODATION:

LE MERIDIEN KUALA LUMPUR

2, Jalan Stesen Sentral,
Kuala Lumpur Sentral, Kuala Lumpur
Tel (603) 2263 7888 Fax (603) 2263 7222
www.lemeridien.com/kualalumpur

ICSU sponsored participants: Hotel rooms (Single Deluxe Room with breakfast) have been secured and paid for. Participants will be responsible for covering any incidental expenses (such as room service, phone calls, etc.).

For participants who are not sponsored by ICSU, you are requested to settle the amount directly to the Regional Office via bank transfer

TRANSPORTATION ON ARRIVAL Kuala Lumpur International Airport (KLIA)

All participants will be arriving at the **Kuala Lumpur International Airport (KLIA)**. Please visit (<http://www.klia.com.my/>) for more information.

From KLIA to the Hotel

By KLIA Express (Recommended) - KLIA Express is also known as ERL, chargeable at MYR35 nett per person per way/USD12 nett per person per way. At the Arrival Hall, take a lift (press a button labeled KLIA EXPRESS). The train will disembark at KL Sentral Station, which is adjacent and within walking distance to The Le Meridien Kuala Lumpur. Please visit <http://www.kliaekspres.com/erlsb/default.aspx> for more information.

OR

By Taxi - At the Arrival Hall KLIA

(fare: RM70-RM90 (USD25-USD30)/approx 1 hour journey). Please visit (www.klia.com.my/index.php?option=com_content&view=article&id=14) for more information

TRAVEL

For members whose participation is sponsored by ICSU, ICSU shall reimburse the cost of an economy class (most direct route) return air ticket. Reimbursements will be made upon receipt of the signed Travel Claim form (Annexed) with original invoice / e-ticket receipts and relevant expense receipts. You may also request for prepaid air tickets for convenience.

VISA: The invitation letter from the host organization will suffice. For additional document please contact the Regional Office (in time) for assistance. For more information, see http://www.kln.gov.my/c/document_library/get_file?p_l_id=250136&folderId=259062&name=DLFE-2135.

PER DIEMS

As is our usual practice, a partial per diem of for the days of the meeting will be paid together with your travel claim. When the hotel and all meals are covered by the sponsor, a payment of 10€ per day for meetings outside France will be paid to cover sundry expenses. We will not provide cash except by prior agreement in exceptional cases.

CURRENCY & WEATHER

Currency: Local currency of Malaysia is Ringgit (RM). 1 USD is equivalent to about RM3.00. Currencies can be changed at the airport, hotel, shopping complexes and money changers. Climate of Kuala Lumpur in September is sunny/warm (32°C – 34°C).

Electricity requirements

Voltage 13Amp. The hotel can provide multi extension cord which can support universal plug.

Contact

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