Administrative Circular for 10th SEA-PAC Meeting

	The 10th SEAPAC Meeting, 1-3 December 2014 Kuala Lumpur, Malaysia	

1. INTRODUCTION

This document sets out the information you will need when attending ***the 10th Meeting of Parties of South East Asia Parties Against Corruption (SEA-PAC)*** on 1-3 December 2014, in Kuala Lumpur, Malaysian, hosted by the Malaysian Anti-Corruption Commission (MACC).

The main agenda of the event is the 10th meeting of Parties of South East Asia Parties Against Corruption (SEA-PAC) on 1-3 December 2014. Over the past decade, corruption, together with its devastating effects on social and economic development, has emerged as a major global concern and challenge. The international community has addressed the issue of corruption and provided international instruments to tackle corruption through the United Nations Convention against Corruption (UNCAC).

Today, when corruption practices have become more complex with sophisticated modus operandi, there is an urgent need for a smaller and more informal network of professionals for a better collaboration on a range of related issues in the spirit of sincere cooperation and mutual assistance. In this context, the Southeast Asia Parties against Corruption (SEA-PAC) is established to fulfill this significant role.

Parties to the MoU host an annual meeting, attended by high-level representatives, on rotational basis. The host agency acts as the SEA-PAC Chair and Secretariat from one annual meeting to the next.

2. VENUE

The 10th SEAPAC Meeting 2014 will take place at:

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The Royale Chulan Kuala Lumpur
Address:
No.5, Jalan Conlay, 50450 Kuala Lumpur, Malaysia
Tel : +60 (3) 2688-9688 Fax : +60 (3) 2166-6101
Email: enquiry@theroyalechulan.com.my
Website: www.theroyalechulan.com

3. REGISTRATION AND DELEGATIONS

All delegates are requested to complete the registration form and submit the completed form to mugilen@sprm.gov.my or shamina.ali@sprm.gov.my and cc to karuna@sprm.gov.my by the latest at **10th of November 2014**.

4. CONTACTS

All questions regarding the 10th SEAPAC meeting may be directed to:

- Karaunanithy Y. Subbiah at + 6019 6000455 / karuna@sprm.gov.my;
- Shamina Ali at 6019 6001249 / shamina.ali@sprm.gov.my

All other questions regarding logistics and administrative may be directed to:

- Mugilen Maniam at +6019 6001143 / mugilen@sprm.gov.my;

5. TRANSPORTATION

AIRPORT ARRIVALS AND DEPARTURES

Airport transfer from Kuala Lumpur International Airport to the venue and vice versa and land transport **will be provided by the organizer** from 30th November 2014 to 4th December 2014. Please indicate if you need this service in advance by filling the registration form. Participants are requested to provide information regarding their airline, flight number, date and time of arrival in the Registration Form. Our airport officer will greet you with a welcome signage of SEA-PAC logo at the arrival terminal.

Kuala Lumpur International Airport also provide International direct flight route from all South East Asia countries. The national carrier, Malaysian Airlines, provides good connections to Kuala Lumpur.

6. MEETING VENUE FACILITIES AND SERVICES

Language
The working language of the meeting is English. Interpreting facilities is not available.

Common Delegation Room
The Common Delegation room will be available for the participants on 1– 2 December 2014. The room will be equipped with computers, printers, photocopiers, and free wireless Internet access. However, due to limitations, the Hotel's business centre can be used as additional facility with additional charge.

Bilateral Meeting Rooms
The Bilateral Meeting Rooms will be available to delegations upon preliminary requests. Bilateral Meeting Rooms will be available at the venue with seating capacity of up to 10 persons per meeting. All rooms will be equipped with basic office supplies and drinking water. Bilateral Meeting Rooms and related inquiries can be booked through email to mugilen@sprm.gov.my, with cc to karuna@sprm.gov.my.

Prayer Rooms
The delegations and guests can use male and female prayer rooms at the Hotel Royale Chulan. Information about Prayer Rooms will be available at the Hospitality Desk at the meeting venue.

7. ACCOMMODATION

Reservations at the Hotel Royale Chulan should be made **only** through the organizer at: mugilen@sprm.gov and shamina.ali@sprm.gov.my cc to karuna@sprm.gov.my by submitting the completed registration form **at the latest by 10 November 2014**. Hotel Rolaye Chulan is the designated hotel for this event.

8. USEFUL INFORMATION

A. PASSPORT AND VISA
All foreigners wishing to enter Malaysian must have a passport valid for at least six months from the date of arrival along with proof (ticket) of onward or return passage. Please contact the Malaysian Embassy/Consulate in your country well before the Conference in order to check if you require any immigration documents necessary to visit Indonesia.

Free Tourist Visa
Non-extendable visa-free entry to Indonesia for 30 days is available to passport holders of Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Philippines, Singapore, Thailand, Myanmar, and Vietnam.

Visa on Arrival
No visa on Arrival will granted upon arrival.

B. LANGUAGE

Bahasa Malaysia is the national language, but English is widely spoken and understood.

C. CURRENCY AND ATMs

The Malaysian currency is Malaysia Ringgit (RM). The currency exchange is approximately US$1 = RM 3.30. Most foreign currencies are easily changed at airports, banks, hotels or money changers. The currency exchange rate fluctuates regularly. Check your bank for the latest exchange rates.

Banking hours are from 9.30am to 16.00 noon Mondays to Fridays. ATM is available in many places, provides VISA, MASTER, and more.

D. CREDIT CARDS

Diners Club and America Express, Visa and Master Card are widely accepted at hotels, department stores, shops, restaurants and pubs. According to Indonesian banking regulations, payment by credit cards should be charged in local currency.

E. IDD (INTERNATIONAL DIRECT DIALING)

Country Code (Malaysian): +6
City code (Kuala Lumpur): 03

F. SECURITY ARRANGEMENT

Security measures will be provided at the conference venue.

G. MEDICAL SERVICES

International standard medical services are available in Kuala Lumpur.

The 10th SEAPAC Meeting, 1-3 December 2014
Kuala Lumpur, Malaysia

Registration Form

Family/Last Name	
Given/First name	
Salutation	Mr Mrs Ms
Official Position/Official Title	
Institution/Ministry/Agency/Department Company/Organisation/Firm	
Mailing Address	
Telephone and Fax Numbers	
E-mail Address	
Passport Information :	Diplomatic Official Regular
Do you need a visa to enter Kuala Lumpur, Malaysia? If yes, please provide your passport details/attach a scanned copy of your passport	Passport number : Date & Place of Issue :
Flight Arrival: Kuala Lumpur International Airport (KLIA)	Arrival date (dd/mm/yy) : Flight number/Time (hh/mm) :
Flight Departure: Kuala Lumpur International Airport (KLIA)	Departure date (dd/mm/yy) : Flight number/Time (hh/mm) :
Hotel room specifications (Hotel Royale Chulan Hotel) **Please fill in the Room Reservation Form**	**Please book No need booking** Smoking Non smoking Double bed Twin-bed Plus Extra bed

Special Requirements	☐ Dietary ☐ Medical ☐ Vegetarian ☐ Seafood Allergy

Please return this form at the latest **10 November 2014** by e-mail to the organizer:
E-mail : mugilen@sprm.gov.my, cc to karuna@sprm.gov.my