



with the support of:



Third Commonwealth Red Cross and Red Crescent International Humanitarian Law Conference

Equatorial Hotel, Kuala Lumpur
6 - 8 June 2011

The Government of Malaysia, the Malaysian Red Crescent Society and the ICRC Kuala Lumpur Regional Delegation, together with the United Kingdom Foreign and Commonwealth Office and the British Red Cross, welcome your participation in the **3rd Commonwealth Red Cross and Red Crescent international humanitarian law conference** (the Commonwealth Conference) to be held in Kuala Lumpur, Malaysia from **6 – 8 June 2011**.

Practical Arrangements

Kindly note the following practical details regarding the Commonwealth Conference and arrangements concerning your travel to and stay in Kuala Lumpur.

Travel arrangements

Participants are advised to make arrangements for their travel to arrive at the Commonwealth Conference venue in Kuala Lumpur earliest on 5th June (Sunday) morning and to make arrangements for your return flight travel the latest from Kuala Lumpur International Airport on 9th June (Thursday).

Should you require a hard copy of an official invitation letter to facilitate your visa application please inform the ICRC Kuala Lumpur Regional Delegation the soonest possible.

Arrival at Kuala Lumpur International Airport

Upon your arrival, after exiting from the customs and after collecting your baggage, kindly proceed to the **Arrival Exit** area. There will be a staff member of the Equatorial Hotel with a placard with your name on it just after exiting to the arrival area (near Gate 5). Please identify yourself to the hotel staff. A volunteer from the Malaysian Red Crescent will escort you to the vehicle transporting you to the **Equatorial Hotel**.

There will be **no-reimbursement** for individual transport fares from and to the airport (taxi or train) unless previously agreed with the organisers.

The currency of Malaysia is the Malaysian Ringgit (MYR) and the prevailing exchange rate is about **USD 1 = MYR 3**. You can either change the currency at the Kuala Lumpur International Airport or at the hotel. However, you will be able to secure slightly better exchange rates from authorised money changers at the airport or from banks as compared to the hotel.

Accommodation

We have reserved a single room for you at the Equatorial Hotel according to your flight itinerary. **Kindly let us have your flight itinerary** to facilitate confirmation of room bookings with the hotel.

HOTEL EQUATORIAL KUALA LUMPUR

Jalan Sultan Ismail
50250 Kuala Lumpur
Malaysia
Tel: +60 3 2161 7777
Fax: +60 3 2161 9020
Email: info@kul.equatorial.com
Web: www.equatorial.com/kul/

Sponsored participants

Accommodation at the Hotel and Conference venue is funded for the nights of the 5th to the 9th of June, i.e. 4 nights. Earlier arrivals or later departures requiring accommodation before the 5th of June or after the 9th of June will be at the participant's own expense unless their flight schedule does not permit a later arrival or earlier departure.

The Conference will take place in the Ballroom, on Level 1 of the hotel.

Accommodation at the hotel (single occupancy) will be covered and will include meals for one person, namely breakfast and Internet (wireless). **Drinks from the mini-bar, room service, telephone calls, laundry, business centre charges and other related expenses will be at the participants' own expense.** You are kindly requested to settle any extras at the time of departure with the hotel.

Per diems, unless paid before departure, can be collected on 6th June and 7th June between 10:00 and 12:00 at the Conference venue.

Non-sponsored participants

Upon check-in you will be requested to leave a guarantee deposit, either by credit card or by cash (USD 100.00)

The room rate is MYR 243.60 nett per night (single occupancy), including breakfast and & Internet (wireless). You are kindly requested to settle the room and any extras at the time of departure with the hotel.

Meals

Lunch is provided by the ICRC from the 6th to 8th June.

A welcome dinner will be organised by the Government of Malaysia for the evening of the 6th of June for participants and speakers at a venue to be announced. You are cordially invited for the dinner and are requested to wear your identity tag throughout the evening.

A farewell cocktail will be organised by the ICRC Regional Delegation on the evening of the 8th of June at the Sky Bar at the Traders' Hotel. Participants and speakers are encouraged to wear their national or cultural dress for this cocktail. There will be no pork served at any of the meals served and special arrangements will be made for persons requesting no beef or vegetarian meals.

Weather

The weather in Kuala Lumpur is generally warm and sunny throughout the year with occasional showers. The temperature is between 26 – 34 °C all year round. However, the Conference premises can at times be cold for some participants because of air-conditioning. Both the welcome dinner and the farewell cocktail, will be held in air-conditioned premises.

Dress Code

Smart casual / Day dress or working uniform for military attendees. The dress code for the welcome dinner will be formal while for the farewell cocktail, participants and speakers are encouraged to wear their national or cultural dress. All venues for the Conference and the dinner and cocktail are air-conditioned.

Claims

All claims to be reimbursed in Kuala Lumpur will be settled **during** the Commonwealth Conference and not thereafter. Please produce original receipts for all claims other than per diems.

Ticket reconfirmation

If you require ticket reconfirmation for your return journey, our welcome services will be able to assist you with this. You can hand your tickets to Ms Sharmila on the 6th of June 2011 during registration or during the morning tea break on the 6th of June 2011.

In case you encounter any difficulty or require further clarification, please contact
the ICRC Kuala Lumpur Regional Delegation Office:

(+ 60 3) 2084 1800 (General Line)

(+ 60 3) 2084 1819 (Welcome)

(+ 60 3) 2084 1810 (Fiona Barnaby) / (+ 60 16 3629194 (Mobile) or

(+ 60 3) 2084 1809 (Richard Desgagné) / (+ 60 12 3962681) (Mobile)

ihl.kua@icrc.org