



BUSINESS ETHICS FOR APEC SMES TRAIN-THE-TRAINER WORKSHOP FOR CODES OF ETHICS IN THE MEDICAL DEVICE, BIOPHARMACEUTICAL, CONSTRUCTION & ENGINEERING SECTORS

The Malaysia Anti-Corruption Academy (MACA) & The Malaysian Institute of Integrity (IIM)
Kuala Lumpur, Malaysia | 26-30 August 2013

-- LOGISTICS NOTE FOR PARTICIPANTS --

Accommodation Contact Details

Malaysia Anti-Corruption Academy

The Malaysian Anti-Corruption Academy (MACA)

Persiaran Duta, Off Jalan Duta,

50480 Kuala Lumpur, Malaysia

Tel: +60-3-6209-2800 / 2847

Fax: +60-3-6201-8342

Group Reservation Contacts: Mr. Mohan ML & Ms. Noor Hayati

Direct Tel: +6019-8405456

Direct Email: mohanml@sprm.gov.my; yattie@sprm.gov.my

Website: http://maca.sprm.gov.my/portal/index.php?page=MAIN_PAGE&language=1

Park Royal Hotel Kuala Lumpur

Park Royal Kuala Lumpur

Jalan Sultan Ismail,

50250 Kuala Lumpur, Malaysia

Tel: +60-3-2782-0088

Fax: +60-3-2141-4281

Group Reservation Contact: Sue Soh

Direct Telephone: +60-3-2782-8367

Reservation Email: reserve.prkul@parkroyalhotels.com; sue.soh@pphg.com

Website: http://www.parkroyalhotels.com/en/hotels/malaysia/kuala_lumpur/parkroyal/index.html

Airport Transfer Service

Participants are advised to utilize the KLIA express train for their transfer from and to Kuala Lumpur International Airport. Located within the main airport terminal, KLIA express trains depart every 15 minutes with a total travel time of 28 minutes to the Kuala Lumpur Sentral Station. A roundtrip fare ticket on the KLIA express train is MYR70 (USD25). For further information, please visit: <http://www.kliaekspres.com/>

Upon arriving at Kuala Lumpur Sentral Station, participants staying at the MACA campus and the Park Royal Hotel are advised to secure taxi service (10-15 minutes) to either destination. Taxis are readily available at KL Sentral Station and are considered safe and reliable. MACA will arrange shuttle services on the afternoon of 30 August to KL Sentral Station after the workshop's conclusion. **Note:** Those who arrive or depart Kuala Lumpur International Airport on Air Asia may not have immediate access to the KLIA express train. In this instance, you may wish to utilize a direct taxi or private car service.

Participants may also secure taxi services directly to and from Kuala Lumpur International Airport. Taxi service will cost about MYR 150 (USD 50) each way to either the MACA campus or Park Royal Hotel. Private car service may be also arranged for guests of the Park Royal Hotel for MYR200 (USD 65) on way or MYR350 (USD 110) return (see reservation form).

Workshop Registration & Meal Service Fee

Registration for all participants is required upon your first arrival at MACA or IIM. You will be granted an access badge and assessed a one-time fee of **MYR 475 (USD 150)** for on-site food services during the five day workshop. Payment should be made in cash (Malaysian Ringgit only) and a receipt will be issued. Badges must be worn at all times while at MACA.

Travel Visas

Ordinary passport holders (Non-Diplomatic/Official) from the following APEC member economies are not required to obtain visas prior to entry into Malaysia: Australia; Brunei; Canada; Hong Kong, China; Indonesia; Japan; Korea; Mexico, New Zealand, Papua New Guinea; Peru; Philippines; Russia; Singapore; Thailand; United States; Vietnam.

Participants from China and Chinese Taipei are required to secure their visa prior to entry into Malaysia. They are kindly requested to submit a visa application through a local Malaysia consular office. Please make sure to allow enough time for visa processing. If required, we may send a letter of invitation to assist you in securing the necessary visa. Please contact ewg@crowell.com if you require such a letter.

Note: Malaysia requires a yellow fever vaccination certificate for all visitors coming from or with recent travel to Peru.

Park Royal Hotel – MACA / IIM Shuttle Transfer Service

A complimentary shuttle service will be arranged for workshop participants between the Park Royal Hotel and the MACA or IIM (depending on that day's program). See shuttle schedule for list of departure times. You may also arrange taxi service to and from the MACA campus. Taxi service numbers are located on your access badge secured at registration.

Park Royal Kuala Lumpur Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia Tel: +60-3-2782-0088	The Malaysian Anti-Corruption Academy (MACA) Persiaran Duta Off Jalan Duta 50480 Kuala Lumpur, Malaysia Tel: +60-3-6209-2800 / 2847
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Workshop Venues

Participants will attend various workshop programs located throughout the MACA campus grounds as well as in the neighboring Malaysia Integrity Institute (opening ceremony only). Attendees for all three sectors will participate in the same programming and on 26 August and 30 August. Each sector will hold programming in separate rooms on the MACA campus between 27 August and 29 August. MACA campus facilities are located within close walking distance and facility staff will be on hand to provide you with assistance. Wireless internet is available throughout the MACA campus grounds. Please consult your latest workshop program for room location and other venue information. Should you need to contact MACA for any reason, your key points of contact are:

Mohan ML: Mobile +6019 8405456 | Email: mohanml@sprm.gov.my
Abdul Razak Hamzah: Mobile +6019 3877399 | Email: abdrzak@sprm.gov.my
Ismail Saad: Mobile +6013 2211535 | Email: ismail@sprm.gov.my

Security Procedures

All participants are kindly asked to wear their security badge at all times while at MACA and IIM facilities.

Attire

Suggested attire for 26 August and 30 August is business dress. Suggested attire for 27-29 August is business casual.

Weather

Kuala Lumpur enjoys a tropical/equatorial climate with high rainfall and warm temperatures throughout the year. While there is no dry season, late August falls within a slightly drier period and rainfall primary occurs at night. The maximum mean temperature in August is about 32 C (90 F) while the minimum mean temperature is about 23 C (73 F). Humidity is high throughout the year.