Asia-Europe Foundation (ASEF) Public Health Network

Risk Communications for Public Health Emergencies: Bridging the National Mechanism with Healthcare Workers

2–4 September 2015  |  Langkawi, Malaysia

PRACTICAL INFORMATION

1. GENERAL INFORMATION

About Langkawi

Langkawi is an archipelago of 99 islands, located approximately 30km off the mainland coast of north-western Malaysia. The islands are part of the state of Kedah, which is adjacent to the Thai border. Langkawi is characterized by a mix of beautiful beaches and ancient rainforests teeming with exotic plant and animal life. It is also known for its numerous sightseeing attractions, gastronomic venues and fun-filled activities. For more information, please visit http://www.mylangkawi.com/ or http://www.tourism.gov.my/en/es/places/states-of-malaysia/kedah/langkawi.

Time

Langkawi time is CET/GMT +8 hours.

Weather

The average maximum temperature in Langkawi in September is 31°C/87°F and the average minimum temperature is 24°C/75°F. Daylight lasts for about 12 hours/day. In September the rainy season commences, during which there are about two hours of rain per day on average.

Currency

The Malaysian Ringgit (MYR) is the official currency. Malaysian currency consists of "Ringgit" (MYR) and "sen". 100 sen equals 1 Ringgit. MYR 1 is about USD 0.28.

Electricity

Electricity is supplied at 240V 50Hz. Outlets are the British sockets (Type G), which can incorporate adapters with three rectangular blades in a triangular pattern.
2. **WORKSHOP VENUE**

The workshop will be held at the Bayview Hotel Langkawi [map].
Address: Jalan Pandak Mayah 1, Pusat Bandar Kuah, 07000 Pulau Langkawi, Kedah, Malaysia

Please register at the Diamond Room on the 2nd floor of the hotel at 8:30am on 2 September.

3. **ACCOMODATION**

ASEF will cover 4 nights at the Bayview Hotel Langkawi; check-in on Tuesday, 1 September 2015 and check-out on Saturday, 5 September 2015.

Please note that all other incidentals (costs for early check-in, late check-out, accompanying persons, overseas telephone calls, telegrams and faxes, room service, laundry, mini-bar charges) will be borne by the participants upon check-out. Participants who would like to extend their stay at the hotel beyond this period may do so at their own expense. Please contact the hotel directly as ASEF cannot make a reservation for participant’s personal stay.

4. **TRAVEL ARRANGEMENTS**

For your own convenience, kindly make your own travel arrangements to Langkawi (economy point-to-point round-trip ticket). Participants are kindly requested to inform ASEF a quotation of airfare before proceeding to confirm their booking. Upon your submission of the required documents (boarding passes of all flight legs, e-ticket, proof of payment), ASEF will reimburse the amount.

5. **VISA**

You are kindly requested to arrange your own visa, if applicable. For some supporting documents required for visa application, the co-organisers may provide you with assistance.

Citizens of the following ASEM countries can stay for up to 90 days in Malaysia without a visa:
Australia, Austria, Belgium, Bulgaria, Croatia, Cyprus, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Japan, Korea, Latvia, Lithuania, Luxembourg, Malta, The Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, the UK.

Citizens of the following ASEM countries can stay for up to 30 days in Malaysia without a visa:
Brunei Darussalam, Cambodia, Indonesia, Kazakhstan, Laos, Mongolia, Philippines, Russia, Singapore, Thailand, Vietnam.

Citizens of the following ASEM countries require a visa:
Bangladesh, China, India, Myanmar, Pakistan.

If you are a holder of a diplomatic, special or service passport, you are exempt from any visa requirements.

You may check if you need a visa or not by entering your nationality on the following website: [https://malaysia.visahq.com/](https://malaysia.visahq.com/).
6. AIRPORT TRANSPORT

We recommend taking a taxi directly from the airport to the hotel. After buying a coupon at the taxi counter in the arrival hall, you can proceed to the taxi stand located outside the terminal. A one-way taxi fare to the Bayview Hotel Langkawi costs approximately **MYR 25**. Because the hotel is located about 20 km away from the airport, the taxi journey will take at most 30 minutes. For more information, please visit http://www.langkawiairport.com/langkawi-airport-transportation/.

![Transport Map]

7. MEALS

- Breakfast is included in your stay at the hotel.
- Lunch on 2, 3 and 4 September will be provided by the hotel.
- Reception Dinner on 2 September will be hosted by Ministry of Health, Malaysia

8. ALLOWANCE

A lump sum allowance of SGD 110 will be provided to all participants to cover miscellaneous expenditures which you may incur (e.g. airport transportation in your place of residence and Malaysia, meals not catered by co-organisers, etc.). The allowance will be provided after the workshop, along with reimbursement of travel expenses.

9. REIMBURSEMENT

Participants will receive a check-list of the items for reimbursement, as part of the welcome package. Please note that all necessary supporting documents have to be submitted to ASEF for
reimbursement. In the absence of supporting documents, refunds would not be made. Please see the Registration Form (page 2) for details.

10. CONTACT INFORMATION

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