

United Nations/Malaysia Expert Meeting on *Human Space Technology*

Putrajaya, Malaysia, 14 – 18 November 2011

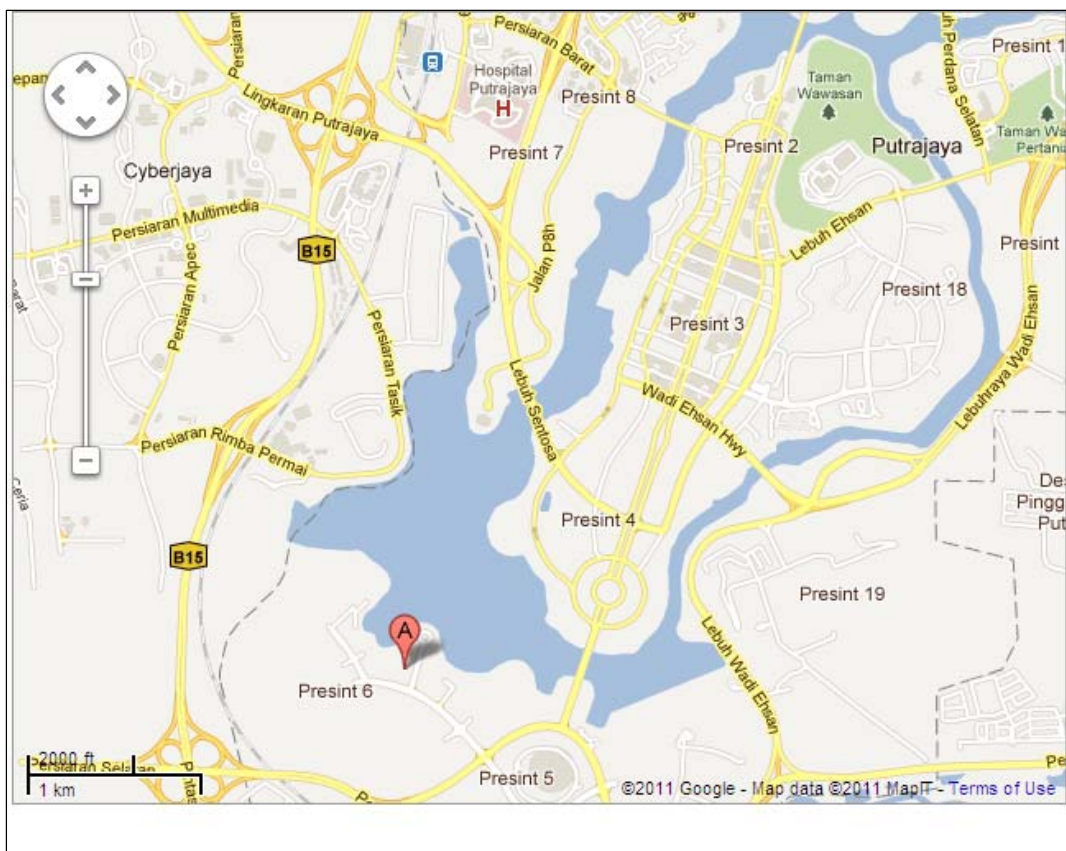
GENERAL INFORMATION FOR PARTICIPANTS (4 NOVEMBER 2011)

1 VENUE OF THE MEETING

PULLMAN PUTRAJAYA LAKESIDE

Address: No.2, Jalan 5/5
Presint 5, 62200 Putrajaya
Malaysia

Tel : (+60)3/88900000
Fax : (+60)3/88900001
E-mail : info@pullmanputrajaya.com



2 TRANSPORT AND ACCOMODATION

2.1 SPECIAL REQUIREMENTS FOR ENTERING MALAYSIA

All individuals entering Malaysia must possess valid international passports or other internationally recognized travel documents. Any person not in possession of a passport or travel document recognized by the Malaysian Government must obtain a document in lieu of the passport. Application for the document in lieu of passport can be made at any Malaysian Representative Office abroad.

Holders of travel documents like a certificate of identity, laissez passer, titre de voyage or a country's certificate of permanent residence must ensure that their return to the country which issued the document or the country of residence is guaranteed. The documents should be valid, for more than six (6) months from the date of entry into Malaysia.

Vaccination Requirements

A Yellow Fever vaccination certificate is required from all visitors coming from / through yellow fever endemic countries. They are required to bring along their Yellow Fever vaccination certificates, which must be valid. A vaccination certificate against Yellow Fever disease will be valid if the vaccination is taken at least 10 days prior to the date of arrival to Malaysia and the validity of the vaccination is for a period of 10 years. This requirement also applies to those who had visited these Yellow Fever endemic countries within one week prior to arrival in Malaysia. In accordance with article 68 of the International Health Regulations of the World Health Organisation, a person without a valid Yellow Fever vaccination certificate shall be quarantined upon arrival in Malaysia.

2.2 HOTEL INFORMATION

Hotel Reservations:

Participants who are provided with funding support by the UN/local organizers for hotel accommodation will stay at the **Pullman Putrajaya Lakeside** hotel. We have made your booking and will cover your hotel accommodation for the duration of the works. If you arrive earlier or leave later due to an arrangement made with the UN, your extended stay will be covered. Participants are responsible for any additional charges (telephone calls, laundry, room service etc.) in the hotel as well as for any extension to their stay. If you have a special request concerning meals, please contact the LOC, Ms. Nurul Hajjah Hair at <hstem@ukm.my>.

Participants and speakers who are self-funded are responsible for making their own hotel arrangements. However, the LOC recommends the Pullman Putrajaya Lakeside hotel for your stay during the Expert Meeting. If you wish to stay this hotel, please contact the following address (Ms. Alia Syahira Roslan <sales@pullmanputrajaya.com> for booking and tell her the name of the meeting "**Human Space Technology Expert Meeting Organized by Institute of Space Science (ANGKASA) Universiti Kebangsaan Malaysia**" so that the hotel management will make the suitable arrangement, and the cooperate rate (approx. 95 USD) will be available.

Pullman Putrajaya Lakeside Hotel

Address: No.2, Jalan 5/5, Presint 5, 62200 Putrajaya, Malaysia

<http://www.pullmanhotels.com/gb/hotel-6823-pullman-putrajaya-lakeside/index.shtml>

(Reservation Desk)

Ms. Alia Syahira Roslan

Sales Executive

Tel No: +603-88900313

Fax No: +603-88900330

E-mail: sales@pullmanputrajaya.com

2.3 FLIGHT ARRANGEMENTS

Participants who are being provided with UN funding support for travelling to the Expert Meeting should have already been contacted regarding issuing of air tickets. Please note that any changes to the original air travel arrangements will be at the participant's expense.

2.4 TRANSPORTATION

All participants who will be arriving on 13th and departing on 19th will be provided with transportation by the LOC. There are at least 4 trips on 13th at 0800, 1400, 1800 and 2330 from airport to the hotel. The LOC will welcome and receive all participants with signboard of “**UN/Malaysia Expert Meeting on Human Space Technology**” at the airport arrival gate. The LOC will also arrange for transportation for the other days, but if there is no LOC staff waiting, participants are advised to take the airport taxi. The taxi fare from airport to hotel is approximately MYR80. More details on the transportation arrangements provided by the LOC will be available shortly on the website (<http://www.ukm.my/hstem/>) and also onsite during the meeting.

2.5 LIVING EXPENSES

Participants, who are being provided by co-sponsors with funding support for living expenses, will receive during the Expert Meeting an allowance to cover their living costs for the duration of the Expert Meeting and the Congress. **Please note that, in order to receive the finance aid, you are requested to provide a photocopy of your passport (only page(s) with your name and signature) and a photocopy of your original air tickets. Please note that it is also required to submit all the air ticket stubs and boarding passes that the airlines returned to you after checking in.** If participants stay for a shorter period of time, the amount of payment will be adjusted accordingly.

3 EXPERT MEETING INFORMATION

3.1 REGISTRATION DETAILS

Participants' registration to the Expert Meeting will take place on Monday, 14 November 2011, from 08:00 to 08:40 at the Expert Meeting venue. Each participant will receive a badge which should be worn visibly throughout the entire period of the Expert Meeting.

3.2 WORK PERIOD

The event will be held from Monday 14 to Friday 18 November. Please refer to the Expert Meeting's web page at <http://www.ukm.my/hstem/> for further details (please note that programme might be slightly modified later on).

3.3 PRESENTATIONS

All speakers who have been scheduled to make presentations of 20 minutes in length including Q&A are advised to see the programme at the Expert Meeting's web page <http://www.ukm.my/hstem/> for the schedule of your presentation. The programme might be slightly modified by the time of the Expert Meeting.

For those who, due to time constraints, are not scheduled for oral presentation, we have arranged poster sessions. Therefore, please bring a hard copy of your presentation with you (maximum 10 pages of A4 format) or a poster(s) in A1 format maximum for posting it on boards outside the meeting room, and be ready to answer questions from the viewers at real time during the assigned poster session. The time schedule of your poster session is marked in the programme.

Please review the tentative programme carefully to verify date, time and title of your presentation. If there is any discrepancy, please inform us (Ms. Ingrid Dietlein <ingrid.dietlein@unoosa.org>) as soon as possible.

We advise you to use PowerPoint for your presentation. Please bring a copy of your presentation on USB memory stick.

If you have not already done so, please provide us with your brief biographical details for the use in the programme (please send this to Ms. Ingrid Dietlein <ingrid.dietlein@unoosa.org>).

3.4 POSTER EXHIBITION

The LOC will provide space for poster exhibition (about 20 slots and **recommended poster size is A1, or maximum 10 pages of A4 format**) in the meeting room as well as outside of the room at the Expert Meeting venue. If you wish to join the poster exhibition, please contact the LOC, Ms. Nurul Hajjah Hair <hstem@ukm.my> and UNOOSA, Ms. Ingrid Dietlein <ingrid.dietlein@unoosa.org> for further details.

3.5 DOCUMENTS

An up-to-date programme will be distributed during the Expert Meeting at the time of registration. The proceedings will be published electronically after the Expert Meeting.

3.6 WORKING LANGUAGE

The working language of the Expert Meeting is English.

3.7 FACILITIES, MATERIALS, AND EQUIPMENT

The Expert Meeting rooms will be equipped with a PC and projector. The LOC will provide photocopying, printing, fax and office supplies for the Expert Meeting. The hotel room provides free Wi-Fi access.

3.8 LUNCH AND REFRESHMENTS

Lunch will be served in the meeting venue.

The nearest supermarket is about 8km from the meeting venue.

Coffee and tea will be available during the morning and afternoon breaks.

3.9 DINNER

Welcome Dinner will be hosted by Institute of Space Science (ANGKASA) on 14 November 2011 Monday from 2000 at Pullman Putrajaya Lakeside, Putrajaya, Malaysia.

Cultural Dinner will be hosted by Institute of Space Science (ANGKASA) on 17 November 2011 Thursday from 2030 at Saloma Bistro, Kuala Lumpur, Malaysia.

4 USEFUL INFORMATION

4.1 WEATHER

Malaysia weather benefits from a tropical climate with high temperatures and high humidity throughout the year. Daytime temperatures rise above 30°C (86°F) year-round and night-time temperatures rarely drop below 20°C (68°F).

4.2 CURRENCY

Exchange rate as of 1 November 2011:

1 EUR = approx. 4.32371 MYR*

1 USD = approx. 3.13300 MYR*

(*MYR: Malaysian ringgit)

4.3 HOSPITAL IN PUTRAJAYA

PUTRAJAYA HOSPITAL

At the Venue of the Expert Meeting, the LOC arrange a place for emergency health supports. If participants have any healthy problem, they can contact to any organizers for help.

5 CONTACTS

United Nations Office for Outer Space Affairs

Ms. Mika Ochiai E-mail: mika.ochiai@unoosa.org
(All matters relating to programme and organisation)
Tel: +43 1 26060 8716
Fax: +43 1 26060 5830

Mr. Aimin Niu E-mail: aimin.niu@unoosa.org
Ms. Ayoni Oyenehin E-mail: ayoni.oyenehin@unoosa.org
(All matters related to travel)
Phone: +43 1 26060 8717 or 4953
Fax: +43 1 26060 5830

Local Organising Committee (LOC)

Dr. Alina Marie Hasbi E-mail: alina@eng.ukm.my
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Ms. Nurul Hajjah Hair E-mail: hstem@ukm.my
(All matters related to logistics and accomodation)
Phone: +603-89216859
Fax: +603-89216856

The address for the LOC is:

Institute of Space Science (ANGKASA),
Level 2, Faculty of Engineering and Built Environment,
Universiti Kebangsaan Malaysia,
43600 UKM Bangi, Selangor MALAYSIA.

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Have a nice travel to Putrajaya!

We are looking forward to working with you towards a productive and enjoyable meeting!