



PRACTICAL INFORMATION

- Final Announcement

Global Federation Wide Preparedness and Readiness Meeting (25 - 26 November 2024)

Annual National Society Preparedness Meeting (27 - 29 November 2024)

*Crowne Plaza Kuala Lumpur City Centre
Kuala Lumpur, Malaysia*

Welcome to the **Global Federation Wide Preparedness and Readiness Meeting**, and the **Annual National Society Preparedness Meeting**. This document outlines key information which will be useful when preparing for your trip to Kuala Lumpur, Malaysia. Please read it carefully and reach out to us if in need of support (contact details at the end).

Please read the enclosed [Welcome Pack](#), which contains health advice, a security briefing, and a general travel guide. The acknowledgement forms for security must be signed. Click on the links to e-sign the documents.

- [Acknowledgement of Federation Security Rules & Regulations for Malaysia](#)
- [Acknowledgement of Risk: Security in The Field for IFRC Staff](#)

ABOUT KUALA LUMPUR

Kuala Lumpur is the capital of Malaysia, famous for the Petronas Twin Towers and its mix of cultures. The hotel is just a short walk from the Twin Towers. The area has easy access to popular places like the Suria KLCC shopping mall and the Kuala Lumpur Convention Centre. Kuala Lumpur International Airport (KLIA) is about 60 kilometers from the city center and usually takes 45 minutes to an hour to reach by car, depending on traffic.

MEETING, VENUE AND NEEDED PREPARATIONS

Meeting resources

To view or download the latest meeting information and resources, please visit the meeting website at <https://www.crepd-ifrc.org/en/preparedness-readiness-meeting-2024>. Updated agendas and preparatory materials will be posted on Monday, 18 November.

Channel of communication

In addition to email, a WhatsApp group has been created as a platform to share information related to this meeting and for participants to pose questions or seek clarification from facilitators and/or the secretariat. To join the group, please scan the QR code using your WhatsApp camera. If the code is not working, please send a message to +60194060508.



Meeting venue and accommodation

To confirm your participation and/or accommodation. Click [here](#), or scan



to submit your details.

The meeting will be held at Crowne Plaza Kuala Lumpur City Centre hotel. If you require a hotel confirmation to support your application for a Malaysia visa, please send an email to jessie.lucien@ifrc.org.

Hotel address:

22 Menara 8

Jalan Yap Kwan Seng

50450 Kuala Lumpur, Malaysia

Website: [Crowne Plaza Kuala Lumpur City Centre](#)

Location map: [Crowne Plaza KLCC location](#)

Check-in: 3:00 PM

Check-out: 12:00 PM

Early check-in and late check-out: Check-ins before 2:00 PM are subject to room availability, unless the room has been pre-blocked one night in advance, in which case an additional night's charge at the confirmed room rate will apply. All late check-out requests after 12:00 PM are also subject to availability. A late check-out before 6:00 PM incurs a charge of 50% of the full night rate, while a check-out after 6:00 PM will be charged at the full night rate.

Meeting room (To view the floor plan, click [here](#))

- **Global Federation Wide Preparedness and Readiness Meeting**

Meeting room: Merbau 1, Level 12

- **Annual National Society Preparedness Meeting**

Meeting room: Merbau 2, Level 12

Meal coverage

- **Global Federation Wide Preparedness and Readiness Meeting**

24 November (arrival day)	Own arrangement
25 and 26 November	Breakfast, lunch, coffee/tea breaks, dinner on 26 Nov
27 November (departure day)	Breakfast

- **Annual National Society Preparedness Meeting**

26 November (arrival day)	Dinner
27 - 29 November	Breakfast, lunch, coffee/tea breaks
30 November (departure day)	Breakfast

- **If you are attending both events**

24 November (arrival day)	Own arrangement
25 - 29 November	Breakfast, lunch, coffee/tea breaks, dinner on 26 Nov
30 November (departure day)	Breakfast

Social event (dinner)

Date: 26 November

Venue: To be confirmed

The IFRC will cover the cost of the meeting package (meeting room facilities, lunch and coffee breaks) and the social event for all participants. For more details on travel arrangements and per diem/reimbursements, please refer to the next section.

What to pack

- Comfortable clothes and footwear
- Personal medication (e.g allergy, sore throat, flu medications)
- Laptop and related accessories, including an international adaptor. Malaysia uses a plug type G
- Any other items necessary for your comfort and well-being



- Please bring a scarf or a light jacket, as the meeting room may be a bit chilly
- An umbrella will be useful, as it is currently the rainy season in Malaysia

TRAVEL-RELATED

Visitors (non-Malaysians) are required to fill out the Malaysia Digital Arrival Card (MDEC), three days before their arrival. **REGISTER HERE:** <https://imigresen-online.imi.gov.my/mdac/main>

	Participants from National Societies funded through the IFRC, and IFRC employees	Participants from National Societies (self-funded)
Budget codes	Please share your budget codes with jessie.lucien@ifrc.org by 15 November 2024.	N/A
	If you're unsure of your funding status, kindly contact Sumiko or Marjorie.	
Accommodation booking and payment	The IFRC APRO will book a room with one breakfast from November 24 to 30 (6 nights) , unless you have requested different dates and have shared your flight itinerary. Request for early check-in / late check-out is subject to room availability.	
	In addition to the room cost, the hotel will add a govt. tourism tax of MYR10 per room per night for non-Malaysians.	
	Mode of payment: Room cost will be charged to your budget codes. If you are staying additional night/s (personal), please pay the charges directly to the hotel.	Mode of payment: cash or credit card, directly to the hotel upon check-in. Room rate: MYR 500 (CHF99) nett per room per night.
Air ticket and insurance (SOS* or travel insurance)	The IFRC will handle flight bookings and *SOS insurance for participants who do not have an IFRC office established in their respective countries. <i>*SOS insurance does not cover baggage loss or delays. The APRO can purchase travel insurance only for flights originating from Malaysia</i>	Please arrange your own flight bookings and travel insurance (as per your organisation's SOP).
	Airports <ul style="list-style-type: none"> • Kuala Lumpur International Airport 1 (KLIA 1) – Main terminal • Kuala Lumpur International Airport 2 (KLIA 2) – Low-cost carriers 	
Airport pick-up / drop-off	Participants are responsible for managing their own airport transfers. Some of the options are: <ul style="list-style-type: none"> • A popular e-hailing app, Grab is available for download on both iOS and Android. The fare from the airport to the hotel typically ranges from MYR 70 MYR 80. You can link your credit or debit card to the app or pay the driver in cash. 	

	<ul style="list-style-type: none"> • Airport taxi (prepaid): The taxi counter is located after customs, before the public arrival area. The fare from the airport to the hotel typically ranges from MYR 80 to MYR 100. • The hotel offers airport pick-up/drop-off at a higher rate. To view the rates, click here. Please indicate during registration if you would like to arrange this service through the hotel.
Reimbursement of airport pick-up / drop-off	<p>The IFRC APRO will handle reimbursements upon submission of receipts, for participants who do not have an IFRC office established in their respective countries.</p> <p>Please liaise with your line manager or relevant colleagues at your National Society, for your reimbursements.</p>
Per diem	<p>The IFRC APRO will handle per diems for participants who do not have an IFRC office established in their respective countries.</p> <p>Please liaise with your line manager or relevant colleagues at your National Society, for your per diem.</p>
Visa	<p>Participants are responsible for managing their own visa application. The IFRC APRO will provide invitation letter and hotel confirmation (if needed) to support visa applications for Malaysia. To request for an invitation letter, please send a copy of your passport's biodata page to jessie.lucien@ifrc.org. In some cases, the IFRC APRO will assist with the application process.</p> <p>Visitors to Malaysia must be in possession of a valid passport or travel document with a minimum validity of six months beyond the period of stay. For more information regarding visa application, please visit the sites below, or contact the nearest Malaysian embassy in your country.</p> <ul style="list-style-type: none"> • Entry requirements into Malaysia (including requirement for Yellow Fever certificate) • eVisa application <p>Reminder: If you are transiting through another country, please check the transit visa requirements for that country.</p>

CONTACTS

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