



**United Nations Regional Workshop on the 2020 World
Programme on Population and Housing Censuses:
International Standards and Contemporary Technologies**

Kuala Lumpur, Malaysia

25-28 June 2018

INFORMATION NOTE FOR PARTICIPANTS

1. INTRODUCTION

This information note provides details on the organization of the workshop and logistical arrangements, along with other relevant information intended to assist your travel to, and stay in, Kuala Lumpur.

2. CONTACT INFORMATION

For information on substantive aspects of the workshop please contact the following United Nations Statistics Division (UNSD) staff:

Mr. Srdjan Mrkic
Chief, Demographic Statistics
United Nations Statistics Division, New York
E-mail: mrkic@un.org

Mr. Seiffe Tadesse
Statistician, Demographic and Social Statistics Branch
United Nations Statistics Division, New York
E-mail: tadesse5@un.org

In case of emergency while in Kuala Lumpur, please contact:
(to be determined)

3. WORKSHOP ORGANISATION AND COORDINATION

The workshop is organized by the United Nations Statistics Division (UNSD) in collaboration with the United Nations Population Fund (UNFPA) country offices and the regional office for Asia and the Pacific.

4. OBJECTIVE OF THE WORKSHOP

The main objective of the workshop is to introduce three recently revised/prepared international guidelines for population and housing censuses—the *Principles and Recommendations for Population and Housing Censuses (Revision 3)*, the *Handbook on the Management of Population and Housing Censuses (Revision 2)* and the *Guidelines on the Use of Electronic Data Collection Technologies in Population and Housing Censuses*—and the standards, concepts and methods contained therein in order to facilitate national planning and preparations for 2020 round censuses. The workshop will also provide a forum for reviewing national experience in, and document good practices on, the use of contemporary technologies including those for census mapping and data collection.

5. VENUE & DATE OF THE WORKSHOP

The venue of the workshop will be the **Park Royal Hotel** in Kuala Lumpur (located at Jalan Sultan Ismail, 50250 Kuala Lumpur, Malaysia; Tel.: +60 3 2147 0088; E-mail: enquiry.prkul@parkroyalhotels.com; Web: <https://www.panpacific.com/en/hotels-and-resorts/pr-kuala-lumpur.html>). The workshop will be conducted from 25 to 28 June 2018.

6. CONFERENCE PACKAGE

The conference package will include lunch and morning and afternoon coffee breaks.

7. LANGUAGE

The workshop will be conducted in English. Simultaneous interpretation into other languages is not provided.

8. REGISTRATION AND IDENTIFICATION BADGES

Participants are requested to collect their identification badges at the registration desk between 8:30 and 9:00 AM on Monday, 25 June 2018.

For identification and security reasons, all participants are requested to wear their meeting badges for the duration of the workshop.

9. VISA

Participants are required to obtain, the appropriate entry visa and necessary transit visa prior to their departure to Malaysia at their own expenses. You are strongly advised to contact the nearest Malaysian diplomatic or consular mission as soon as possible in order to secure the required entry visa in a timely manner prior to departure. Please note that in most cases, a passport must be valid for at least six months in order to obtain a visa. Information on visa procedures, including a list of relevant Malaysian/consular missions abroad is available on the website of the Ministry of Foreign Affairs of Malaysia at www.kln.gov.my or the Immigration Department Malaysia (Ministry of Home Affairs) at <http://www.imi.gov.my>.

10. TRANSPORT FROM AND TO AIRPORT

Participants are responsible for making their own arrangements for transport from the airport to their respective hotels. The Kuala Lumpur International Airport (KLIA) is situated approximately 50km from the capital city, Kuala Lumpur. Several modes of transport are available to get to and from the airport, including the KLIA Express train, taxis and public buses.

The taxi service at KLIA operates through a coupon system that travellers can purchase at the Airport taxi counter located just after Customs and before the public arrival area. After you have paid for the coupon, proceed to the Exit door and queue up for your taxi. Provide the driver the name and address of the hotel. The Taxi fare for transport from the airport to the city centre should be in the range of 90 to 130 Malaysian Ringgit (RM); the midnight rates could range from RM110 to RM150. Transportation by taxi to the city centre may take approximately 1 hour, depending on traffic conditions. For information on fares and the type of taxi services available, please refer to: http://www.klia.com.my/index.php?m=airport&c=getting_around&id=3&aid=1

Alternatively, UBER and GRAB transport services are also available from the airport.

The KLIA Express Train is the fastest way to travel from KLIA to the city centre (about 30 minutes to KL Sentral station in the city centre). The KLIA Express Train station is located at Level 1 of the airport's Main Terminal Building (MTB). The KLIA Express train departs at Platform A to KL Sentral. One-way fare costs 55 Malaysian Ringgit (RM). For information on the KLIA Express fares, train schedule and destinations, please refer to: <https://www.kliaekspres.com/>

Transport by public bus is available from the airport. Various buses at KLIA provide travellers with economic transportation options. Information on the routes and fares are available at: http://www.klia.com.my/index.php?m=airport&c=getting_around&id=1&aid=1

Useful information about transport from/to the airport can be found at the official website of the airport: <http://www.klia.com.my/index.php?m=airport>

11. HOTEL ACCOMMODATION

Arrangements for hotel accommodations need to be made by individual participants at a hotel of their own choice.

The Park Royal Hotel where the workshop will be held offers participants a rate of RM350 per night for single occupancy in a deluxe room, inclusive of breakfast and government taxes. The rate for double occupancy in a deluxe room is RM380, inclusive of breakfast and government taxes. Participants can make a reservation at the Park Royal Hotel by completing the attached form and sending it via e-mail message to: reserve.prkul@parkroyalhotels.com

A list of hotels in the vicinity of the workshop venue is provided below (see the attachment for a longer list). Participants can contact the hotels directly and make reservations. Please note that hotel room prices booked through www.agoda.com and www.booking.com may be cheaper. Other popular web sites for booking hotel rooms include: www.expedia.com, www.hotels.com, www.orbitz.com, and www.travelocity.com.

Please note that a credit card may be required for making reservations and participants should plan accordingly. Participants are highly recommended to reserve accommodation at their earliest possible.

| HOTEL | Room Type | Single Occupancy Rate | Double Occupancy Rate | Inclusions | Contact Person Email, Phone, Web Address |
|---------------------------|-----------|-----------------------|-----------------------|------------------|--|
| Park Royal Hotel | Deluxe | RM350 | RM380 | Breakfast, Taxes | Tel: + 60 3 2782 0088 Fax: + 60 3 2141 4281 Email: reserve.prkul@parkroyalhotels.com Web: https://www.panpacific.com/en/booking/search.html |
| Melia Kuala Lumpur | Standard | RM272 | RM272 | Breakfast, Taxes | Tel: +603 2785 2828 Fax: +603 2785 2818 E-mail: melia.kuala.lumpur@melia.com Web: https://www.melia.com/en/hotels/malaysia/kuala-lumpur/melia-kuala-lumpur/index.html + |
| Furama Bukit Bintang | Deluxe | RM210 | RM230 | Breakfast, Taxes | Tel: +603 2788 8888 Fax: +603 2788 8889 E-mail: bukitbintang@furama.com Web: http://furama.com/bukitbintang |
| Izumi Hotel Bukit Bintang | Standard | RM150 | RM150 | Breakfast, Taxes | Tel: +603 2145 8833 Fax: +603 2145 6622 E-mail: reservation@izumihotel.com Web: http://www.izumihotel.com |

12. TRANSPORT TO ATTEND WORKSHOP

Participants choosing to stay in hotels other than the one where the workshop will be held should have to make their own transport arrangements for attending the workshop.

13. HEALTH REQUIREMENTS

Recommended vaccines include: Poliomyelitis (childhood booster), Tetanus (childhood booster), Typhoid (food & water borne diseases), and Hepatitis A (food & water borne diseases). For those venturing outside cities and towns, further recommended vaccines are Hepatitis B, Rabies, Japanese B Encephalitis, Tuberculosis and Meningitis.

The government of Malaysia requires proof of yellow fever vaccination if you are coming from, or have recently travelled in, a country with risk of yellow fever.

Travel health insurance is recommended. Visitors are advised that some clinics request a down payment prior to providing medical assistance, even in emergency situations. Visitors should take medical precautions and advice should be sought before travel.

14. WEATHER

Kuala Lumpur's climate stays hot and humid throughout the year. Daytime temperature is approximately 32-34 degrees Celsius, while it is 26-28 degrees Celsius at night. The meeting room is air-conditioned. For the latest weather forecast, visit: <http://www.met.gov.my/>

15. FINANCIAL INFORMATION

The official currency of Malaysia is Ringgit (RM). Currency exchange points are located at Kuala Lumpur International Airport, hotels, banks, and money changers throughout the city. Currency exchange rate vary depending on the policies of the bank. When making a currency exchange, some banks also ask to provide a passport or other identity document.

Currency exchange rate: The exchange rate fluctuates. The official exchange rate as of 8 June 2018 at the Bank Negara Malaysia (the Central Bank of Malaysia) was: 1 USD = 3.9830 RM. Please visit <http://www.bnm.gov.my/> for the latest currency exchange rate.

Credit and Debit Cards: American Express, MasterCard and Visa are accepted in Malaysia. Speak with your credit or debit Card Company for details of merchant acceptability in Malaysia. Most shopping malls and big stores, hotels and restaurants in Malaysia accept major international credit cards. However, it is recommended to carry some cash since some small establishments and stores may not accept credit cards.

Traveller Cheques: International traveller's cheques in Euro and US Dollars are widely accepted.

Dining, shopping and tipping: When dining, you will more than likely see a 10% service charge added to your bill. If service charge has not been added, you can leave a gratuity of around 10 to 15%, although tipping is not customary in Malaysia. Bargaining while shopping is a custom in Malaysia as in many other countries in the region.

16. GENERAL INFORMATION

Electricity: The voltage used in Malaysia is 240V. Type A electrical plugs (two flat parallel pins or blades), Type C electrical plug (three pin plug), and a combination of Type A and C electrical plugs are used in Malaysia. You are advised to bring a universal adapter/converter as necessary

Local and international calls: For international inbound calls, the country code is +60, and the area code for Kuala Lumpur is 03.

Mobile phones: The main mobile phone service operators in Malaysia are: TM Berhad, Celcom, Maxis, DiGi and U Mobile. Consult the websites of these service providers for tariffs and other information.

Emergency numbers: Dial 999 (or 112 if calling from a mobile phone) for any situation that requires emergency support, e.g. police, medical, ambulance, fire response. The line is operated 24 hours a day.

Time: Malaysia is UTC/GMT +8.

Tourist information: For tourist information, visit: <http://www.malaysia.travel/en/my>