



Logistic advisory, APC meeting on Gender, Sexuality and the Internet April 2014

FLOW, End Violence: Women's rights and safety online: 11-16 April 2014

EROTICS: 13-17 April

Sexual Rights Project (SRP): 12-17 April

1. Selamat Datang ke Malaysia!

The Gender, Sexuality and the Internet meeting will be hosted in Port Dickson, Malaysia.

Selamat datang means welcome in Bahasa Malaysia, the national language of Malaysia.

Port Dickson is located in the state of Negeri Sembilan. It is about 1.5 hours drive away (approximately 60 Kilometers) from Kuala Lumpur City Centre. Port Dickson is a popular destination for city dwellers to relax and unwind during the weekends and school holidays.

2. Venue & Accommodation

Hotel & Venue for APC Meetings

Meeting participants and APC staff will be hosted at the following hotel:

Avillion Port Dickson

3rd Mile, Jalan Pantai

71000 Port Dickson

Negeri Sembilan, Malaysia

Tel: +606 647 6688

Fax: +606 647 7688

web: <http://www.avillionportdickson.com/>

Participants will be sharing chalet rooms that host two people with ensuite bathrooms and showers. The APC meetings will also be hosted at the above hotel conference rooms.

3. Visa

Visitors must have a valid passport for at least 6 months beyond the date of entry into Malaysia.

If you qualify for a visa on arrival, please note that you will be required to **pay a fee which starts from RM 20.00 (6 USD) and varies from country of origin**. You can take note of your expected fee by consulting the following page: <http://www.imi.gov.my/index.php/en/main-services/visa/visa-fees>

Please note that the production of a **Yellow Fever certificate** is required on arrival for the following countries:

- Angola
- Benin
- Bolivia
- Brazil
- Burkina Faso
- Burundi
- Cameroon
- Central African Republic
- Chad
- Djibouti
- Equador
- Guinea
- Eritrea
- Ethiopia
- Gabon
- Gambia
- Ghana
- Guinea-Bissau
- Kenya
- Mali
- Niger
- Nigeria
- Panama
- Peru
- Rwanda
- Sao Tome & Principe
- Senegal
- Sierra Leone
- South Africa
- Sri Lanka
- St Kitts & Nevis
- Suriname
- Tanzania
- Togo
- Uganda
- Venezuela
- Zaire
- Zambia

For more information regarding visas see: <http://www.imi.gov.my/index.php/en/main-services/visa>

4. Airport Transfers from Kuala Lumpur to Port Dickson

APC has arranged airport transfer pick ups with the hotel for each of our participants. Please look out for a representative of **LERO TOURS & TRAVEL** that will be carrying a sign with your name on it.

5. Travel medical insurance & International Travel

Please call your airline or access its website before you travel to request your seat and meal preferences. If we were not able to pre-book aisle or window seats for you, please make sure you request these so that you can travel more comfortably. For those booked with KEY TRAVEL go directly to www.keytravel.com and enter the airlines booking reference on your e-ticket and login to change or book a seat.

APC recommends that all participants obtain travel insurance for their trip. Kindly ensure that this insurance covers the date of departure from your country until the date of your return. Unfortunately, Key Travel does not cover insurance so for those booked under key Travel, please make note of that.

When travelling please remember to bring your passport, a copy of your electronic ticket and itinerary, your letter of invitation, this logistic advisory, a yellow fever certificate (if you need one, see above) and remember to bring your own medication for all your known health needs.

6. Dietary, Health and other special requirements

If you have not done so already, please inform us before the workshop if you have any special dietary requirements - vegetarian, halal and food allergies, and of other health and special requirements that you might have.

7. Per Diems & Reimbursement of Travel Costs

During the course of the APC meeting that you've been invited to, a representative of the APC will be liaising with you regarding reimbursement of claims and your per diem for meals. You can ask for reimbursement of **visa fees, local travel from your country of departure to the airport and travel insurance fees. Plane ticket reimbursements will be done by wire transfer. Please send you claim invoices to Eunice who will arrange for that.** If, possible, you can scan and email your visa receipts to Caroline before you travel. Otherwise bring originals with you to Kuala Lumpur, but please let us know the cost so that necessary arrangements can be made for cash reimbursement on-site.

Breakfast and lunch are covered through your hotel bookings and meeting rooms. You will receive a per diem of 65 MYR (around 20USD) per day to cover diner.

Please ensure that you bring along copies of ALL supporting documentation for claims you wish to submit. **Claims will NOT be refunded if there is no supporting documentation.**

ALL reimbursements made on-site including the per diem will be paid in Malaysian Ringgit.

8. General information

Money and Currency: The monetary unit of Malaysia is Ringgit. Notes are available in RM1, RM5, RM10, RM20, RM50, and RM100 denominations, while coins are issued in 5, 10, 20 and 50 sen (cents) denominations. 1 USD = 3.2. The Hotel does provides currency exchange services at the reception desk.

ATM / Banks: Nearest ATM or bank in located in the Town of Port Dickson. The Hotel does provide free shuttle services. Please enquire at the front desk.

Telecommunication : There are 3 main telecommunication service providers in Malaysia : Digi, Celcom, MAxis.

Should you need a local sim card please contact Karen D'cruz via email. A new sim pack costs about RM10 ringgit and Credit purchase are available in RM10, 30 and 50 denominations. Alternatively you can purchase sim pack in Port Dickson town.

Climate : As a tropical country, it is usually sunny and humid in Malaysia. So stay hydrated! Sunblock is highly recommended when out and about in the sun.

What to wear : Sun dresses, skirts, shorts, light trousers (linen / cotton / khaki) and t-shirts or linen / cotton shirts are great as they keep you cool.

A light shawl or jacket may be required as meeting rooms tend to get really cold.

Internet : Available in rooms and at meeting hall. No Password required

Food: Malaysian food boast an array of colors, smells and tastes. Must tries include Nasi Lemak , Chicken Satay with peanut sauce, Rendang, Rojak, Biryani, Char Kuey Teow, Roti Telor, Chicken Curry.

All food at the hotel is Halal, and they will be providing vegetarian and gluten free options as requested. Should you have any other dietary restrictions, please notify the organisers.

Pasar Malam / Night Market: every Friday there is a weekly night market held on the beach. It starts at 7pm and is about 2km distance from the hotel (15 minutes walk). At night markets in Malaysia you can get to buy fresh fruit, local vegetables, handicrafts and try out local food.