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**APT Regional Workshop on Smart City Platform**

30 November – 2 December 2022, Putrajaya, Malaysia

INFORMATION FOR PARTICIPANTS

APT Regional Workshop on Smart City Platform would be held from 30 November – 2 December 2022 in Putrajaya, Malaysia. The workshop will be hosted by the Department of Town and Country Planning (PLANMalaysia) under Ministry of Housing and Local Government of Malaysia. This event aims to share APT members’ views, strategies, experiences, and challenges on Smart City Data Platform.

The detailed arrangement are as follows:

1. VENUE

The Regional workshop venue will be held at the Palm Garden Hotel, Putrajaya, Malaysia. The contact details of the hotel are as follows:

**Natasya Amira**

Sales Centre Manager

Palm Garden Hotel, Putrajaya, a Tribute Portfolio Hotel

IOI Resort City, 62502 Putrajaya

Tel : +603 8943 2233 ext.7806

Fax : +603 8948 6568

Mobile : +6011 2569 8055

Email : [natasya.sani@tributeportfolio.com](file:///C:\Users\USER1\Downloads\natasya.sani@tributeportfolio.com)

Website: [www.palmgardenputrajaya.com](file:///C:\Users\USER1\Downloads\www.palmgardenputrajaya.com)

2. PARTICIPATION

This Regional workshop is mainly organized for the APT Members. Other APT Members, Associate Members and Affiliate Members can attend the workshop as well by completing online.

3. REGISTRATION

Registration can be done online at <https://bit.ly/3FzDtWa>, preferably by **18 November 2022**. On-site registration and distribution of badges will commence from 09:30 hours on **Wednesday 30 November 2022**. Participants are required to bring their passports or other photo identification to receive their badges.

(Note: Registrations for representatives from Malaysia will be arranged separately.)

4. HOTEL ACCOMMODATION

For the logistics & convenience of the participants, the below mentioned hotel is recommended for staying which has been arranged for the purpose. **Room reservations should be made directly by the participants with the hotel by email to** [natasya.sani@tributeportfolio.com](file:///C:\Users\Admin\Desktop\Meetings%202022\Workshop%20on%20Smart%20City%20Platform\natasya.sani@tributeportfolio.com)**.** The hotel details are mentioned below:

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| Name of the Hotel | Room Category | Room Rate per night |
| Palm Beach Hotel | Deluxe Room: Single/ Twin Occupancy | USD 56.44 nett |
| Deluxe Room: Double Occupancy | USD 59.63 nett |

* *Rates are inclusive of daily buffet breakfast and free Wi-Fi in room*
* *Rates are inclusive of 6% Sales and Service Tax (SST).*
* *Rates are subject to applicable taxes (currently 0%) in effect at the time of check-out.*
* *Check-in time is 15:00 hours and check-out time is 12:00 hours*

**5. MEETING WEBSITE, MEETING DOCUMENTS, AND CONTRIBUTION GUIDELINES**

Related information about the meeting and provisional meeting documents will be available at the APT Website at: <https://www.apt.int>.

The administrations/organizations that wish to contribute to the sessions of the workshop should send the contributions in the form of presentation material in Microsoft Power Point, English Version together with a short abstract/biodata to the APT Secretariat by e-mail ebc-k@apt.int. **The deadline for submission of contribution is 20 November 2022.**

**6. WIRELESS LAN**

Internet Access over a wireless network will be available during the workshop. Participants who wish to utilize the wireless facilities are kindly requested to bring their own laptop computers with Wi-Fi capability.

7. TRANSPORTATION FROM THE AIRPORT TO THE HOTEL:

Kuala Lumpur International Airport (KLIA) is Malaysia's main international airport. It is located in the Sepang District of Selangor, approximately 45 kilometres south of Kuala Lumpur. KLIA is the largest and busiest airport in Malaysia.

**Transfer to Putrajaya from KLIA**

1. **Alternative 1 (Kuala Lumpur International Airport ERL)**

Kuala Lumpur International Airport ERL station or KLIA ERL station is a station on the Express Rail Link which serves the Main Terminal building of Kuala Lumpur International Airport in Sepang, Selangor, Malaysia. The station is located on the first floor of the Main Terminal building.

There is a direct train departing from KLIA T1 and arriving at Putrajaya. Services depart every 30 minutes and operate every day. The journey takes approximately 20 min from KLIA to Putrajaya Central.

**For more information:**

KLIA Ekspres Airport Train Tickets (QR Code Direct Entry)

Ref: <https://www.klook.com/activity/1461-klia-ekspres-airport-express-kuala-lumpur/>

Please refer to check train schedule at: http://www.kliaekspres.com/schedule/

Note: The local secretariat/Hotel would arrange for pick-up and drop facility from the train station to hotels. The flight/train details and arrival and departure time shall be informed to the local secretariat well in advance for making arrangements.

1. **Alternative 2 (Airport Limo)**

There is an airport limo / taxi service from KLIA (Terminal 1) and arriving at Palm Garden Hotel. The distance approximately 44km and the journey takes around 37 min (depending on traffic situation). E-hailing services also available for this trip.

**3) Alternative 3 (Hotel Airport Transfer)**

You may also self-arrange for Airport Transfer with the hotel. To do so, you may call the person in-charge or direct to the hotel reception via:

Palm Garden Hotel, Putrajaya,

IOI Resort City, 62502 Putrajaya

Tel : +603 8943 2233 ext.7806

8. IMMIGRATION REQUIREMENTS

Participants must be in possession of a valid passport or travel document with a minimum validity of six months beyond the period of stay and need to check visa requirements before entering the country. Participants are also advised to obtain, before the commencement of their journey, and where necessary, transit visas for countries en route to Malaysia. As the visa requirements change from time to time, it is advisable to check your visa requirements with the nearest Malaysian Embassy before departure.

Visa supporting letter can be issued on request. Please submit the following information along with a copy of passport to local secretariat coordinator for the visa supporting letter.

Full Name

Passport Number

Place of Issue

Date of Issue

Date of Expiry

Nationality

Date of Birth

For further information, please refer to <https://www.malaysia.gov.my/portal/content/28905>

9. PRACTICAL INFORMATION ABOUT PUTRAJAYA

Putrajaya is a city and federal territory of Malaysia, located in west-central Peninsular Malaysia. It is situated 15 miles (25 km) south of the capital, Kuala Lumpur, and serves as the country’s administrative centre. It has an expansive, meandering man-made lake and many areas devoted to parks, botanical gardens, and wetlands. From its conception, the city was envisioned as part of a growing high-technology communications research and development corridor stretching southward from Kuala Lumpur. Putrajaya is accessible by numerous rail lines and highways and is in close proximity to Kuala Lumpur International Airport.

**Weather:** The temperature varies from 22 to 33 degrees Celsius in November.

**Language:** Malay is the official language, but English is widely spoken in the city.

**Time Zone:** UTC +8 hours

**Banks & Currency:** The unit of currency is Malaysian Ringgits (MYR). Please use authorised money changers and banks to change currency. They will issue a certificate of exchange which may be required at the time of re-conversion of any unused currency. The currency may also be exchanged at the airport on arrival. Foreign Exchange Rate is approximately equal to US$0.21 for every MYR1.00 (as in November 2, 2022).

ATMS (cashpoints) are widely available at all commercial and public areas including airport. Most hotels, shops & other establishments accept credit cards. Master & VISA cards are accepted at almost all such establishments whereas some of them accept Diners & American Express cards as well. E-Payment by international payment system operator is widely used and accepted. Please refer <https://www.bnm.gov.my/list-of-regulatees> for further information.

10. INSURANCE

APT will not be able to bear any cost of medical or travel insurance for the participant including any measures for Covid-19 such as quarantine, PCR test, etc. APT requests Administrations/Organizations to kindly make necessary arrangements for medical, travel insurance, and others covering the whole period of the event and overseas travel for the participant.

**Emergency and Health Facilities:** Malaysia is one of Asia’s top medical tourism destinations and boasts private hospitals equipped with excellent facilities. Make sure to have proper health insurance cover, or be ready to pay for the premium

For the latest on Covid vaccination rules check Malaysian government websites <https://www.kln.gov.my/web/gbr_london/home/-/asset_publisher/pXgtFN47qQjc/blog/faqs-travelling-to-malaysia?inheritRedirect=false>

**Call 999 for emergency:** A single three-digit number, 999, connects to the police, the fire department, the ministry of health, the maritime enforcement agency and the Department of Civil Defence. Dial 999 112 if calling from a mobile phone.

Health and safety in Malaysia

Note: Mask-wearing in Malaysia is not mandatory, however we encourage our participants to wear facemasks during the workshop.

11. CONTACT INFORMATION:

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| **APT Secretariat**  Asia-Pacific Telecommunity  APT Secretariat  12/49 Soi:5 Chaeng Watthana Road  Bangkok 10210, Thailand  Phone: +66 2 573 0044  E-mail: [ebc-k@apt.int](mailto:ebc-k@apt.int) | **Local Secretariat/ Host**  Nina Izurin Binti Yahya  Town Planning Officer  Phone: +60122234288  E-mail: [nina.yahya@planmalaysia.gov.my](mailto:nina.yahya@planmalaysia.gov.my)  Nur Amilin Binti Mohd Khazani  Town Planning Officer  Phone: +60145177927  E-mail: [amilin@planmalaysia.gov.my](mailto:amilin@planmalaysia.gov.my) |