



INTERNATIONAL SYMPOSIUM ON REHABILITATION OF TROPICAL RAINFOREST ECOSYSTEMS 2011



GENERAL INFORMATION

TO ALL SPONSORED SYMPOSIUM PARTICIPANTS

Organizers : Universiti Putra Malaysia (UPM) & Mitsubishi Corporation

1. Symposium venue and date

The Symposium will be held in the Grand Ballroom, The Royale Chulan Kuala Lumpur, Malaysia on October 24 - 25, 2011.

The Royale Chulan Kuala Lumpur

No. 5, Jalan Conlay,

50450 Kuala Lumpur, Malaysia

Phone : +603-2688-9688; Fax: +603-2166-6101

Website : www.theroyalechulan.com.my

2. Visa arrangement

(For participants who requested assistance to acquire visa in their registration form)

The Secretariat will send you the necessary documents for your visa application. When you receive the documents, you should submit the application for visa to the relevant Malaysian Embassy/Consulate in your country of origin.

3. Flight arrangements to and from Kuala Lumpur

UPM has appointed a travel agent (Hanz Travel) who will handle your travel arrangements. As of today (October 5, 2011), all have been contacted.

HANZ TRAVEL AND TOURS SDN. BHD.

No 50-1, Jalan BPP 8/4, Bandar Putra Permai,

Seri Kembangan,

43300, Selangor, Malaysia

Phone : +603-89455507, +603-8941 5270

Attention : Mr. Aziz Khan bin Ibrahim

Email : hanztravel@yahoo.com

4. The way from Kuala Lumpur International Airport (KLIA) to The Royale Chulan in Kuala Lumpur.

We will provide a taxi coupon to you at the KLIA Airport Limo counters. Two male graduate students from the Faculty of Forestry, UPM [Sharkawi (mobile: 013-5695548) and Syahmi (mobile: 013-8416638)] will be at KLIA to meet you.

It takes about one hour from the airport to hotel. For more information, please visit the KLIA website at www.klia.com.my. You may also find an interactive map of the KLIA by clicking http://www.klia.com.my/index.php?option=com_content&view=article&id=129

For those arriving at the Low-cost Carrier Terminal (LCCT), Khairul (mobile: 012-6101131) will be at LCCT's main McDonald's Restaurant to meet you on arrival.

5. Departure from Kuala Lumpur

Departure from hotel to airport will be arranged by the Secretariat. You are expected to reconfirm your flight by yourself. If you would like the Secretariat to reconfirm the flight, please bring your air ticket to us.

6. Hotel reservation/ Internet service

According to your schedule, the Secretariat has made hotel reservation at The Royale Chulan, Kuala Lumpur. The hotel provides high speed internet access in your rooms (free of charge). The Organizers will pay the room charges directly to the hotel so you will not be requested to pay any deposit on room charge in advance. When you check out, please pay all incidentals such as the usage of the laundry services, massage services, mini bar, telephone calls to outside the hotel (both local and international) and facsimile. The hotel accepts most major credit cards.

Hotel check-out.

The usual check out time is 12 noon. If you wish to stay longer, please consult the Secretariat.

7. Meals

Breakfast

Breakfast is included in the hotel charge mentioned above.

(Opening hour: 6:30 a.m. – 10:00 a.m., last order 9:30 a.m.)

Sponsored participants will be given per diem to cover other meals for October 22, 23 and 26, 2011.

Lunch

Lunch will be provided by the Organizers only on October 24 – 25, 2011.

Dinner

The Organizers will not provide dinner except the reception dinner which will be held on October 24, 2011.

8. Materials for presentation.

You may send materials for your presentation in advance to the Secretariat by e-mail, forsymp2011@gmail.com in **Microsoft PowerPoint (.ppt or .pptx) format.**

9. Planting ceremony

You are invited to participate in the tree planting ceremony which will be held on October 23, 2011 in Universiti Putra Malaysia, Serdang. The programme will start at 8.30 a.m and expected to be over by 12 noon.

Attire

The Secretariat will provide you a T-shirt and cap upon registration at the hotel. Please wear the planting T-shirt, cap as well as suitable trousers and shoes during the planting activity. It is now rainy season in Malaysia.

Meals

Light lunch will be provided at the site.

Transportation to and from planting site

The Secretariat will provide a bus to take you to the planting site and also bring you back to the hotel. **The bus will leave the hotel at 7:15 a.m. Please assemble in hotel lobby before departure.** It will take about 45 minutes from the hotel to the planting site.

10. Currency exchange

The Secretariat recommends you to make currency exchange at a bank in the KLIA upon arrival. In the city, you can change money at the bank. The regular banking hours are 9:00 a.m. to 4:00 p.m. on weekdays.

11. Electricity.

Electricity service throughout Malaysia is 250 Volts AC. The plugs used in Malaysia have three straight pins. If you plan to use equipment such as a personal computer from your country, you are recommended to bring an adaptor.

Other details regarding the symposium and planting ceremony are in the symposium website <http://www.forr2.upm.edu.my/frp>.

While in Malaysia, please feel free to contact the following secretariat members;

Zahir, Aziera, Dian and Fairuz

Faculty of Forestry, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor, Malaysia.

Tel. : 03-8946 7211

Mobile : 017-623 7743 (Zahir)

017-397 2009 (Aziera)

017-622 8951 (Dian)

017-6669725 (Fairuz)

Fax : 03-8943 2514

E-mail : forsymp2011@gmail.com

Web : <http://www.forr2.upm.edu.my/frp>

Thank you, looking forward to meet you and safe journey.

Prof. Dato' Dr. Nik Muhamad Majid

Symposium Chairman