UNESCO Resource Distribution and Training Centres Regional Seminar  
9-11 October 2013 | Penang, Malaysia

ADMINISTRATIVE NOTE

Venue
The Regional Seminar will be held at

School of Educational Studies  
Universiti Sains Malaysia  
11800, Pulau Penang, Malaysia  
Tel: 6046533888

Accommodation (3 nights – 8th, 9th and 10th Oct)
USM will provide you with a twin-sharing room for the duration of the seminar, inclusive of breakfast and free wi-fi, at the Vistana Hotel. All International Participants will be picked up from the airport.

Please kindly email your arrival details (flight, date and time to rohizani@usm.my cc: nuralya99@yahoo.com) PLS SEND YOUR DETAILS ASAP FOR US TO BE ABLE TO ARRANGE PICKUP.

Please note that a guarantee deposit (in cash or by credit card) may be required for all guests by the hotel upon check-in. This shall cover for long distance telephone charges, mini bar and other incidentals.

Check-in / out:
- Standard check-in time is 1400hrs/ Check out time is 1200hrs.
- Late Check-out 14.00-19.00 hrs., hotel will charge half price of room rate (from personal account of the guest).
- Late Check-out from 19.00 hrs. onward, hotel will charge full price of room rate (from personal account of the guest).

Non-funded participants and other personal charges (e.g. telephone, fax, internet, mini-bar, laundry, other meals, for instance) incurred by the participant or his/her companion(s) shall be charged to the participants and they are responsible to clear the account directly with the hotel upon check-out.

All participants who are joining the Penang Island Tour, please sign up for the tour at the Hotel Reception during check in and pay for your additional night’s stay as well (approximately USD 75.00 per nite)
Travel from the hotel to airport
For the return journey one can either take the bus back to the airport or ask the hotel staff to assist with a reputable taxi company that will not overcharge.

Visa requirements
Malaysia has a 'flexible' visa policy, almost 80% of countries on the world may travel to Malaysia without visa for a stay from the longest 3 months to 14 days. Kindly refer to the above links for a list of countries that require a visa to enter Malaysia, but it is advisable to check with the Malaysian diplomatic or consular mission in your country to find out if you need a visa. Please note that in most cases, a passport must be valid for at least six months in order to obtain a visa.

Pre-paid ticket arrangements
The Secretariat lead by USM Penang will coordinate travel itineraries and issue roundtrip economy air tickets for fully-sponsored Participants. After ticket has been issued, and if there is a sudden request for rebooking or cancellation, the Organizer will not be responsible for paying penalties or additional charges to the travel agency. This must be assumed by the traveller. Only in exceptional cases and with prior approval from UNESCO can local purchase of tickets be allowed, subject to reimbursement. Participants with prior confirmation for ticket reimbursements from UNESCO may submit the following documents to the Seminar Secretariat upon Seminar Registration:

- Original boarding pass (one-way);
- Copy of air-ticket; and
- Original receipt

Registration
All seminar participants and speakers are requested to register and collect seminar kits and ID badges at the designated area at the hotel lobby upon check in from 8:30 to 9:30 on 9 October, 2013. Fully sponsored participants are requested to keep their original Boarding Pass (one-way) and prepare to submit to the Secretariat upon registration.

Please sign in daily in the attendance sheet, which will be provided at entrance of seminar venue.
Meals

The organizers will be providing breakfast, morning tea break, lunch and afternoon tea on 9th and 10th October 2013. Breakfast, morning tea break and lunch will be provided on the 11th of October 2013. There will be a Dinner organised for all delegates on the 10th of October, 2013. Details of Dinner will be announced during the seminar. All food served will be 100% halal (vegetarian and non-vegetarian).

If you have any special dietary requirements and you haven’t indicated it in the registration form, kindly inform us as soon as possible. Although we can’t guarantee that we can fulfil all requests, we will try to be considerate of all dietary requirements.

Daily Substance Allowance (DSA)

Daily Substance Allowance (DSA) will not be provided.

Climate in Penang
(information from http://www.penang.ws/penang-info/climate.htm)

Penang Island enjoys a warm equatorial climate just like any other parts of Malaysia. However, being an island, its temperature is often higher than the mainland, with temperatures reaching as high as 35°C during the day. In general, temperatures range between 29°C - 35 during the day and 26°C - 29°C during the night, with the months June to August being the hottest.

Visitors to Penang can expect sunshine throughout most of the days, but with rainfalls in the evenings during periods of monsoon winds. The wettest periods are from April to May and from October to November.

Currency Exchange

The currency exchange rate is subject to change daily. The exchange rate for cash is slightly lower than for travellers’ cheques. Banks and currency exchange kiosks are available in the airport and hotels.

Medical Services

Penang has many hospitals that are of high international standards. In case of medical emergency, please contact the hotel’s information desk or the USM staff for further assistance.

Electricity
The voltage used in Malaysia is 220/240 volts -50hz. Malaysia uses the British Standard BS 1363 domestic AC power plugs and sockets. If your appliance/equipment charger does not match, kindly bring your own plug adapter. This is not easily available in the hotel nor the Secretariat.

**Location Map**

**For more information**
Please contact:

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