



Ministry of Education Malaysia

3rd High Officials Meeting on SEA-TVET

21st Century TVET in Southeast Asia: Advancing towards Harmonisation and Internationalisation
23-25 May 2017, Swiss-Garden Hotel and Residences, Kuala Lumpur, Malaysia

Hosted by Ministry of Education, Malaysia

GENERAL ADMINISTRATIVE NOTE

1. Venue & Location

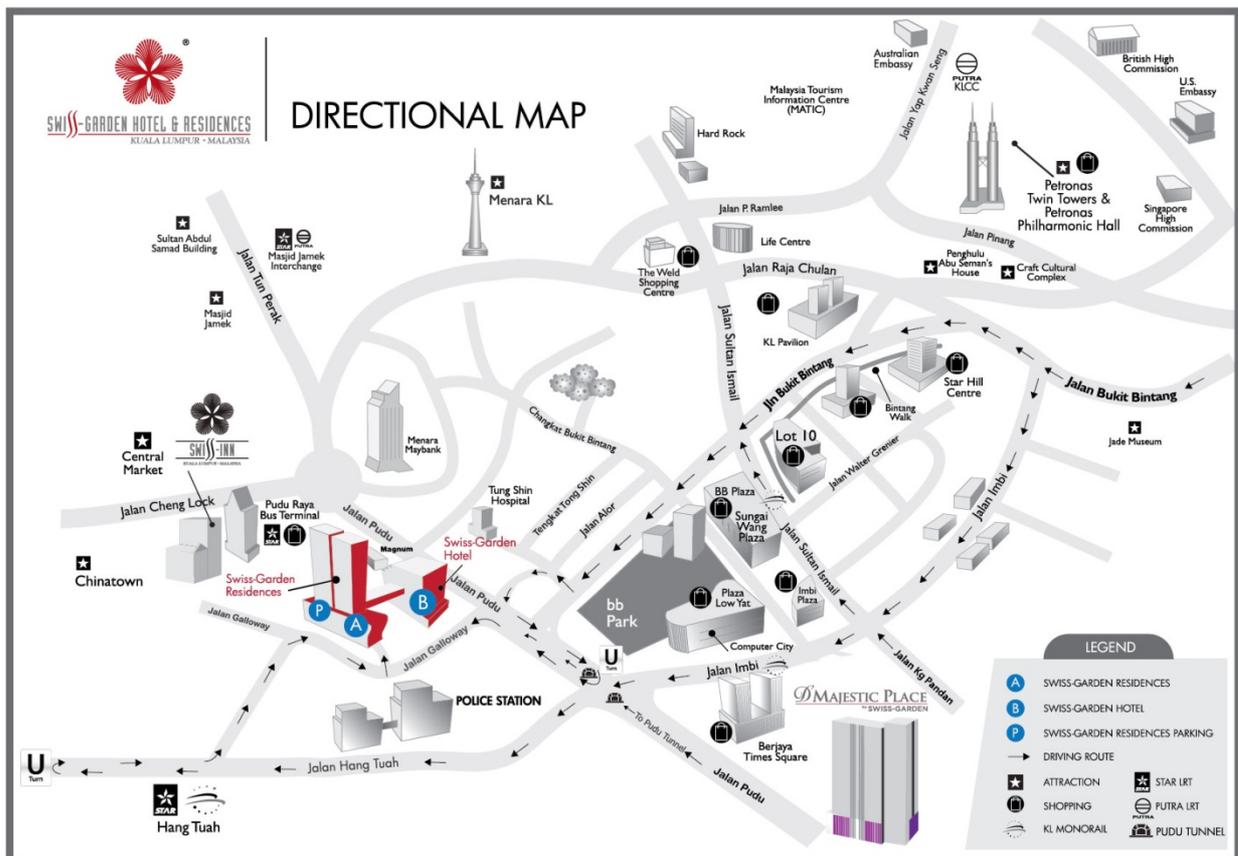
The 3rd HOM on SEA-TVET will take place at the Swiss-Garden Hotel and Residences, Kuala Lumpur, Malaysia. The address, contact numbers and map to the hotel are provided below.

Swiss-Garden Hotel and Residences

117, Jalan Pudu, 55100 Kuala Lumpur, Malaysia.

Tel: 603 - 2785 1111 Email : reservation@shrkl.swissgarden.com

Website: <http://www.swissgarden.com/hotels/sghkl/>



2. Meeting Room

All sessions will be organized at the **Swiss-Garden Residences**. The meeting rooms are on the 2nd and 3rd Floor as follows.

| Date | Time | Sessions | Meeting Room |
|-------------|-----------------|--|--|
| 22 May 2017 | 1000 hrs | Arrival of Participants | Check-in Hotel and Registration |
| 23 May 2017 | 0730 hrs | Registration | Hibiscus Grand Ballroom, 3 rd Floor |
| | 0800 hrs | Safety Briefing by Hotel Management | Hibiscus Grand Ballroom, 3 rd Floor |
| | 0900 – 1730 hrs | Opening session and all plenary sessions (Session 1, 2, 3) | Hibiscus Grand Ballroom, 3 rd Floor |
| | 1730 - 1830 hrs | Session 4: Bilateral/Networking Meeting | Lotus 1, 2 nd Floor |
| | 2000 - 2200 hrs | Gala Dinner | Hibiscus Grand Ballroom, 3 rd Floor |
| 24 May 2017 | 0830 - 1000 hrs | Session 5.1 and 6.1: High Officials Round Table Meeting | Lotus 1, 2 nd Floor |
| | 0830 - 1000 hrs | Session 5.2 and 6.2 : Concurrent Sessions | Hibiscus Grand Ballroom, 3 rd Floor |
| | 1400 - 1520 hrs | Session 7 and 8 | Hibiscus Grand Ballroom, 3 rd Floor |
| | 1530 hrs | Closing Ceremony | Hibiscus Grand Ballroom, 3 rd Floor |

3. **Registration**

To confirm participation in 3rd HOM on SEA-TVET, participants are requested to submit the following documents to the Secretariat at piyapa@seameo.org; 3hometvet.kl@gmail.com by **19th May 2017**.

Upon receipt of the completed registration, the Secretariat will further communicate with the confirmed participants on necessary and documentations to facilitate the participation for the meeting.

Pre-Registration and On-site Registration

The pre-registration and on-site registration will be arranged for all participants as follows:

- **International Participants:** Pre-registration on 22 May at the Lobby of the Hotel
- **Local Participants:** On-site registration on 22 May, in front of Hibiscus Grand Ballroom, 3rd Floor of Swiss-Garden Residences.

4. **Accommodation Arrangement and Support by MOE Malaysia**

The Ministry of Education (MOE), Malaysia will reserve accommodations to all High Officials, country representatives. The supports are as follows :

- **High Official and Country Representatives from Ministries of Education and Related Ministries:**
 - 2 Single room for 2 representatives from each Ministry from 22 to 25 May 2017 at the Swiss Garden Hotel and Residences
 - Meeting package (all meals and coffee breaks on 23-24 May).
 - Logistic expenses (local transportation and lunch) for study visit on 25 May.
 - Transportation for airport transfers for both arrival and departure are arranged for 2 representatives from each Ministry.

5. **Additional Participants from Ministries/ Development Agencies and TVET Institutions**

For additional participants from Ministries/Development Agencies and TVET Institutions, the MOE, Malaysia will request the individual to stay at the Swiss-Garden Hotel and Residences and support the following expenses:

- Accommodation at Swiss-Garden Hotel and Residences

Single Room: 310RM/person/night, inclusive of all meals and coffee breaks.

Twin Room: 480RM/2persons/night, inclusive of all meals and coffee breaks.

- Payment: The hotel prefers to receive the payment in Malaysian Ringgit or by credit card.

6. **Deadline for Submission of Presentations and Related Materials**

An information package will be circulated to participants before the event at the registration. Participants who are invited as speakers are required to send presentation materials or relevant documents for circulation (if any) to the emails (Ms Piyapa: piyapa@seameo.org; IT person of MOE: 3homtvvet.kl@gmail.com)

The deadline for submission of presentations and related documents are as follows:

| Presentations and Documents | Submission Date |
|---|------------------------|
| Biodata of Speakers in Session 5.2 and 6.2 on 24 May | Thursday 18 May |
| Draft presentation files in PPT of Session 5.2 and 6.2 on 24 May | Thursday 18 May |
| Concept Paper for Regional Initiatives in TVET for Session 2 (Maximum of 5 pages in word format) – as we need to produce handouts for the High Officials | Friday 19 May |
| Final presentation files in PPT of all Sessions on 23 May which are: <ul style="list-style-type: none"> ● Session 1 (Country Report) ● Session 2 (Regional Initiatives) ● Session 3 (Strategies for TVET Transformation and Advancement) | Sunday 21 May |
| Final presentation files in PPT of Concurrent Session 5.2, and 6.2 on 24 May 2017 | Monday 22 May |
| Country report in word format (Maximum of 5 pages) | 23-24 May |

Equipment for presentations (a laptop with Microsoft Office application and a projector screen) are available. Additional equipment may be also provided upon prior request.

7. **Travel & Accommodations Arrangement**

Travel Arrangement

For air travel: Participants will bear the cost of airfare and other travel expenditure such as visa fee, transit fee & etc. They are expected to send their flight details included in the registration form so that MOE Malaysia could arrange airport transfer accordingly.

For local travel: MOE Malaysia will provide airport transfer for two (2) representatives from each ministry only. Additional participants will need to arrange their own airport transfer. Local transportation for study visit will be provided to all participants.

KLIA and KLIA2 Transfer (Guide to the Hotel from the Airport – for self transportation arranged participants)

While KLIA and KLIA2 are both situated in Sepang, getting to the Kuala Lumpur city centre is fairly easy thanks to a substantial array of efficient public transportation options, all conveniently situated within the airport vicinity. Most of these public transportations lead to KL Sentral, which is Malaysia's premier one-stop transport hub and the largest train station in Southeast Asia. The hub from which all long-distance trains depart from, it is best known as the integration point of an urban rail-based network (comprising the KTM Komuter, KLIA Express, KLIA Transit, LRT and Monorail systems). Inside KL Sentral is the KL City Air Terminal (KL CAT): basically it is an extension of KLIA, with luggage check-in services for passengers flying MAS, Cathay Pacific, Emirates and Royal Brunei Airlines.

Airport Train

Airport Train Linked to the city centre by major expressways and bus services, KLIA is easily accessible via ground transportation but it is the KLIA Express train service that really tops the list as most convenient way to travel to and from the airport. The journey takes approximately 30 minutes to KL Sentral, operating at 15-minute intervals during peak hours and 20 minutes during off-peak hours. You can catch this train at Level 1 and it will take you all the way down to KL Sentral – a one-way trip will cost RM35 while a round-trip ticket is RM70. Once you have arrived in KL Sentral, it is very convenient to grab taxi to the hotel.

Similar to the KLIA Express, the KL Transit train connects KLIA and KLIA2 with KL Sentral at RM35 but this service makes several stops along the way, making it convenient for travellers who are not heading toward the city centre. The journey is slightly longer at 35 minutes as it makes four intermediate stops along key townships, namely Bandar Tasik Selatan (RM26.50), Putrajaya and Cyberjaya (RM6.20), as well as Salak Tinggi (RM3.20).

Taxi & Limousine

Travellers can also opt for limousine services which operate through a coupon system. Tickets can be purchased at the Airport Limo counter situated in the Arrival Hall. Ensuring a hassle-free trip to your preferred destination, passengers can choose a variety of limousine models such as Renault Enviro, Mercedes E220, and Jaguar S-Type. Offering an alternative for travellers to get around, metered taxis are available at level 1 and 3 of the Main Terminal Building. A RM2 coupon purchase is required prior to boarding these taxis. Do note that a 50% surcharge will be added for taxi services between 00:00 and 06:00.

Airport Bus Shuttle

The cheapest way to get from KLIA and KLIA2 to KL Sentral is via airport bus shuttles, which operate at 30-minute intervals. Offering daily non-stop point-to-point shuttle from KL Sentral to KLIA, the bus service takes about an hour to reach KL Sentral and costs RM10 for one way and RM18 for return ticket, and the best part is that selected bus services will even take you to any hotel situated in Kuala Lumpur city center.

Accommodation

To simplify your logistical arrangements and to ensure the quality of participation, the Secretariat has reserved rooms for the participants at the Swiss-Garden Hotel and Residences (The accommodation is situated at the same hotel as the Meeting Venue) for the period of the meeting, which is from 22-25 May 2017.)

The check-in date is on Monday 22th May 2017 and the check-out date is on Thursday, 25th May 2017 depending on your flight availability (a total of 3 nights). In the case that flights are not available according to these dates, an additional day can be considered as appropriate.

Room benefits:

- Daily breakfast
- Complimentary purified drinking water 2 bottles/day
- Complimentary tea and coffee set in room
- Complimentary Wi-Fi Internet access in room

Check-in/Check-out Policy:

- Standard check-in time is from 15.00 hours
- Standard check-out time is from 12.00 noon
 - Departure after 12.00 noon but before 18.00 hours, a 50% charge applies
 - Departure after 18.00 hours, is subject to charge of an additional night.

For fully funded participants, MOE will settle the cost of accommodation directly with the hotel only for the duration of the meeting.

Note: participants shall be responsible for covering all extra expenses incurred during the meeting, including items consumed in the room, personal charges (e.g. telephone, fax, mini-bar, laundry, room service, etc.), usage of the business centre, and extra cost for late check-out on 25th May 2017. Please clear the account directly with the hotel before your departure.

8. Passports, Visas and Health Insurances

The cost of passport, visa and health insurance will not be covered by MOE Malaysia.

The participants are responsible for ensuring that they are in possession of a valid passport (with at least six-month validity beyond the travel date) and other required travel documents.

The participants are required to contact Malaysia Embassy/Consulate in their respective country and apply for visa on their own, if a visa is needed. Please consult the website of the Malaysia Ministry of Foreign Affairs to check if your country requires a visa to enter Malaysia.

9. Meals

During the meeting period (23-25 May 2017), dinner, lunch and refreshments during coffee breaks will be provided for all participants.

Daily breakfast at the Swiss-Garden Hotel and Residences is included in the price of the room.

Participants with *dietary requirements* are required to inform the Conference Secretariat upon registration or via e-mail.

10. Computer and Communication

Participants are requested to bring their personal laptops for their own use during the meeting. The internet access and password can be obtained at the Meeting Venue upon registration.

For other official/personal communication costs (international phone call and tax), please confirm the telephone service charges with the hotel before use as participants shall cover these costs by paying to the hotel directly before or upon check-out.

11. Electricity

In Malaysia, the power sockets are of type G. The standard voltage is 240 V and the standard frequency is 50 Hz. You are advised to bring a universal adapter/converter if necessary.



Type G power sockets

12. Exchange Rate

The commercial rate is subject to daily fluctuations. The exchange rate for cash is slightly lower than for travellers' cheques. There are banks and currency exchange kiosks located at the Kuala Lumpur International Airport and near the hotel. ATMs are also located at various locations within walking distance from the hotel (for exact locations, please ask the hotel front desk).

13. Weather

Kuala Lumpur in the month of May is expected to experience low monthly rainfall although short tropical showers are likely in the afternoon. The region experiences an average temperature of 29 °C.

14. Medical emergency

In case of medical emergency, please contact the hotel's information desk or Ms Norisah binti Mohd. Top at +6019-2642354.

15. Contacts:

Ministry of Education of Malaysia:

Ms. Zanariah Hj. Ahmad
Principal Assistant Director
Technical and Vocational Education Division (TVED)
Secretariat's email address: 3homtvvet.kl@gmail.com
Mobile: +60 19-225 6090

Transportation and Airport Pick Up Coordinator

Mr Syahnaz Akhtar bin Mat Ali
Mobile: 017-343 0824

SEAMEO Secretariat :

Ms Piyapa Su-angavatin
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Mobile: +66 95 165 5002

We look forward to welcoming you to Kula Lumpur!