



## INFORMATION BOOKLET

### WORKSHOP ON 'EMPOWERING JOB SEEKERS: DIGITAL PLATFORM BEST PRACTICES FROM OIC MEMBER COUNTRIES'

8 – 9 July 2025

Kuala Lumpur, Malaysia

#### VENUE

**Hotel Royale Chulan:** 5, Jalan Conlay, Kuala Lumpur, 50450 Kuala Lumpur, Malaysia.

**Phone:** +603 2688 9688

**Fax:** +603 2688 9788

**Web:** <https://www.royalechulan.com/KualaLumpur/Home.aspx>

**Geolocation:** Please visit <https://bit.ly/4hMk4k8> to see the detailed address of the venue.

#### VISA REQUIREMENTS:

Please check details <https://bit.ly/4hYVPQc> if prior visa is required for the passport type you hold. If a visa is required for entry into Malaysia and if you need any additional documentation for your visa application, please inform us as soon as possible through: [jabbar.afi@perkeso.gov.my](mailto:jabbar.afi@perkeso.gov.my) or [nisa.aziz@perkeso.gov.my](mailto:nisa.aziz@perkeso.gov.my)

**ACCOMMODATION:** Social Security Organisation (PERKESO) of Malaysia has already blocked a limited number of rooms at **Hotel Royale Chulan**. PERKESO has generously offered to provide complimentary accommodation for one (1) participant from the country for a duration of two (2) nights (check-in: July 7, 2025; check-out: July 9, 2025). For those participants who wish to arrange their own accommodations, the following room rates apply:

Room Type	Nightly Rate
Single Room (B&B)*	435 MYR
Double Room (B&B)*	815 MYR

\* *Bed and Breakfast*

**For participant, your accommodation is covered by PERKESO.** The room reservation confirmation will be provided to you by PERKESO after the organisers have received your registration confirmation. Kindly let us know in case of any accompanying person or family member to share the same room with you to make the necessary arrangement. Please note that any surcharge due to the change of the room type from single to double and any other extra charges will be paid by the participant to the Hotel. You are kindly requested to follow the



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check-in (after 3.00 pm) and check-out times (before 12.00 noon) of the Hotel and kindly inform the Hotel in case you need extra time especially for late check-out.

**AIRPORT TRANSFERS:** Airport transfers will be provided from Kuala Lumpur International Airport (KLIA) to the Hotel and vice versa according to your departure and arrival times. If participants choose to make their own transportation arrangements from KLIA to their respective Hotels, the Organisation Committee cannot reimburse the costs incurred. When you arrive at the KLIA International Terminal, after passport control and baggage pick-up, a person will be waiting for you with PERKESO sign at the International Arrivals Gate. It is strongly advised not to leave the airport until you meet the pick-up person. In case you cannot find the person with the PERKESO sign, please call:

**Mr. Afiq SHAHAR: +60 19-343 2956**

If you miss the transfer service provided by PERKESO, you may also use other transportation means which can be seen on <https://airports.malaysiaairports.com.my/en/klia1/air-travel/public-transport> or <https://airports.malaysiaairports.com.my/en/klia2/air-travel/public-transport> depending on your arrival airport.

### THROUGHOUT THE EVENT

**BADGES:** Please fill out the sign-in sheet and pick up your badge at the Information Desk before the Event starts. The identification badges should be worn by all participants throughout the Event. You will be guided by staff at the Information Desk to the Event Room.

**LUNCH:** Lunch will be served during the Event days at the Hotel Royale Chulan.

**DRESS CODE:** The dress code for the Event is business attire/smart casual.

**WORKING LANGUAGE:** The Event will be conducted in fully English.

**DRAFT CONCEPT NOTE & PROGRAMME:** The Draft Programme of the Event will be made available in English at: <https://www.sesric.org/event-detail.php?id=3423>



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#### LOGISTICS

**FOREIGN EXCHANGE & CREDIT CARDS:** The official currency for Malaysia is the Malaysian Ringgit (MYR). All payments on the territory of Malaysia must be done in MYR. The local banks and exchange offices in Kuala Lumpur provide foreign currency exchange service. As it may be hard to exchange money during the Event hours due to the schedule, participants are advised to use foreign exchange facilities of the Kuala Lumpur International Airport (KLIA). It is also possible to use the ATMs located in banks, hotels, and large shopping malls. Major credit cards, such as Visa and MasterCard are accepted at hotels, restaurants, shops, etc. However, some restaurants and small shops accept cash payments only so it is recommended to have some cash in Malaysian Ringgit with you.

**WEATHER:** The average temperature in Kuala Lumpur in July 2025 will be between 28 and 30 degrees Celsius. To avoid from any unexpected weather condition, please check the weather forecast before coming.

**ELECTRICITY:** Malaysia operates on 240 volts, 50 Hz, type G with three rectangular pins arranged in a triangular pattern, similar to the UK plug that fit into recessed wall sockets/points.



**DIALING CODE:** The international dialling code of Malaysia is +60.

#### EMERGENCY PHONE NUMBERS:

<b>Ambulance:</b>	999
<b>Police:</b>	999
<b>Fire:</b>	994

**MEDICAL SERVICES:** All participants will be responsible for payment of any medical, surgical, dental, hospital or ambulance services that they may be required in Kuala Lumpur and are advised to make appropriate arrangements for insurance.

**TIME ZONE:** Local time is GMT +8 hours. The same time zone is used all over the country.



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**PRAYER ROOMS & TIMES:** Praying facilities (prayer room for ladies and gentlemen) will be available at the Venue throughout the Event. If requested, praying rugs and Qiblah directions will also be provided at the Hotel.

Date	Fajr	Sunrise	Dhuhr	Asr	Maghrib	Isha
8 July 2025	05:56	07:09	13:21	16:46	19:30	20:45
9 July 2025	05:57	07:09	13:21	16:46	19:30	20:45

### PLACES TO VISIT IN KUALA LUMPUR

Brochures including information about shopping areas, sightseeing and other hotels can be accessed via: <https://www.malaysia.travel/>

**DIPLOMATIC MISSIONS:** The contact information of diplomatic missions in Kuala Lumpur can be accessed on: <https://embassies.net/malaysia/kuala-lumpur>

CONTACT INFORMATION	
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