



**MEETING OF LEGAL EXPERTS ON THE ROME STATUTE OF THE
INTERNATIONAL CRIMINAL COURT: ISSUES AND CHALLENGES,
ATTORNEY GENERAL'S CHAMBERS,
PUTRAJAYA, MALAYSIA,
19-20 JULY 2011**

TENTATIVE ADMINISTRATIVE ARRANGEMENT

A. VENUE OF THE MEETING

The Meeting of Legal Experts on the Rome Statute of the International Criminal Court will be held in Putrajaya, Malaysia. The details are as follows:

**Address : The Attorney General's Chambers,
No. 45, Persiaran Perdana
Presint 4
62100 Putrajaya
Malaysia.**

Telephone No.: +603 8872 2000

Facsimile No.: +603 8890 5662

B. REGISTRATION FORM

The registration form is as attached to this document. All forms should be completed and returned by facsimile or email to the host country's AALCO Secretariat by **10 July 2011** at the following address:

**AALCO Secretariat
c/o International Affairs Division
Attorney General's Chambers
Level 8, No. 45 Persiaran Perdana
Presint 4
62100 Putrajaya
Malaysia.
Fax No. : +603 - 8890 5622
Email : azmir@agc.gov.my
farhani@agc.gov.my
adriana@agc.gov.my
sarah.khalilah@agc.gov.my**

C. ACCOMMODATION

Accommodation for all delegates will not be borne by AALCO or the Government of Malaysia.

The detail of the hotel is as follows:

Address: Pullman Putrajaya Lakeside

No.2, Jalan P5/5, Presint 5

62200 Putrajaya

Malaysia

Tel: +603-8890 0000

Fax: +603-8890 0001

Email: sales@pullmanputrajaya.com

ROOM RATES

Room Type	Single Rate	Double Rate
Deluxe Room	RM240.00++	RM270.00++

Rates are subject to 10% service charge and 6% government tax. Rates are also inclusive of breakfast for one (single rate) or two persons (double rate).

All room reservations shall be made directly between the delegates with the hotel. Delegates are responsible for the settlement of their personal hotel accounts and any other charges incurred upon departure and are kindly requested to settle their accounts directly with the hotel.

D. MEETING ARRANGEMENTS

i. Registration

A Registration Desk will be opened at the Attorney General's Chambers. Registration will commence on 19 July 2011 (Tuesday) from 0800 hrs to 0900 hrs. All delegates and observers are advised to register their names before the Workshop and to obtain their Meeting Badges. Delegates will not be permitted into the meeting hall without their Meeting Badges.

ii. Meeting Badges

Meeting Badges for all speakers and delegates will be issued upon registration.

iii. Working Language

The working language of the Workshop will be English and all documentation will be in the English language. Kindly be informed that there will be no simultaneous translation during the Workshop.

iv. Dress Code

Business attire will be required for the meetings and the Official Dinner.

v. Secretariat

The AALCO Secretariat will be located at a venue to be informed.

E. AIRFARE

Delegates are required to make their own travel arrangements.

F. MEALS

Unless otherwise stated, lunch and tea breaks will be provided by the Organizer for all delegates throughout the meeting dates.

G. PROTOCOL, IMMIGRATION AND TRANSPORTATION

i. Protocol and Immigration

At the Kuala Lumpur International Airport

- Delegates are required to make their own transportation arrangements.

At Hotel

- Delegates are responsible for their own check-in and check-out arrangements at the hotel.

ii. Transfer

Airport-hotel-airport

A substantial number of limousines, sedans and minivans are available at the airport for delegates at their own expense. Arrangements should be made directly with the service providers available at the airport.

Hotel – Workshop Venue

Transportation will be provided for all delegates who are staying at the specified hotels to the Workshop venue and to attend any official/social functions. Kindly be informed however, that the transportation will be provided only at the time specified.

Should the delegates miss the transportation provided, a substantial number of taxis, limousines, sedans and minivans are available at the hotel for the delegates at their own expense. Arrangements should be made directly with the hotel.

H. PASSPORT AND VISA

To gain entry into Malaysia, foreign nationals need to have in their possession passports with at least six months of validity and appropriate visas. Visas are not required for delegates from ASEAN Member States. Delegates from all other countries are requested to obtain the necessary advice from the Malaysian Embassies at their respective countries or the Ministry of Foreign Affairs of their respective countries for all information and applications relating to their travel visa to Malaysia.

I. OFFICE FACILITIES

Office facilities and telephone/facsimile services are available at the Business Center of the hotel and delegates are to be responsible for all costs incurred

there. Services provided include computer rental with internet access, facsimile, telex and photocopying services.

J. GENERAL INFORMATION

i. Water

Tap water is potable.

ii. Climate

Malaysia is located at the equator with tropical climate all year-round. Light clothing is advised.

iii. Currency

The currency used in Malaysia is Ringgit Malaysia (RM). The current exchange rate is approximately RM 3.1 = USD 1.

iv. Transport

A substantial number of taxis, limousines, sedans and minivans are available at the hotel for delegates at their own expense. Arrangements should be made directly with the hotel.

K. FURTHER INFORMATION

For further information please contact any of the following members of the Organizing Committee:

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