



Regional Consultation on

“Quality Management: Linking Trade Promotion Organizations and National Standards Bodies for Export Success”

1-3 December 2009, Kuala Lumpur, Malaysia

Event organized jointly by ISO and ITC

VENUE

Place: Sheraton Imperial Kuala Lumpur
Address: Jalan Sultan Ismail 50250 Kuala Lumpur
Website: www.sheraton.com/imperialkualalumpur
Contact: Tengku Ramizan Tengku Kaman Shah
Telephone: +603-2717 9875 (office direct line) / 017-227 5002 (mobile phone)
email: tengku.ramizan@sheraton.com

PROGRAMME

Duration: 1-3 December 2009
Language: English

Administrative Instructions for participants:

According to the Conditions Governing Participants at ITC events, ITC shall 1. arrange for hotel accommodation, 2. provide travel from your home to Kuala Lumpur and back 3. pay a daily subsistence allowance (DSA) for 4 days for your stay in Kuala Lumpur from 30 November to 4 December 2009, and DSA for one additional day to cover the terminal expenses (transportation from home to airport, from airport to hotel, from hotel to airport and from airport to home) and charges related to obtaining your visa, in connection with its invitation to Trade Promotion Organizations.

DSA will be paid for 5 days total from 30 November to 4 December. Since Lunch will be provided from 1 to 3 December 2009, you will receive USD195 for 30 Nov. and 4 December and 166.60 for 1 to 3 December.

ISO will bear the costs related to participation of National Standards Bodies invited by them.

Participants should have already filled out and signed the following two forms

1. [Registration Form](#)
2. [Conditions Governing Participants' Form](#), and sent these back with
3. a copy of their passport to email: quality@intracen.org, or Fax: ++41 22 730 05 76.

TRAVEL DATES:

Arrival: 30 November 2009
Departure: 4 December 2009



TRAVEL ARRANGEMENTS:

As per UN rules, ITC will cover the cost of a return ticket (economy class, most direct route). ITC will provide you with the transportation ticket. Our Travel Agent will directly inform you about your booking and ticket delivery. In case of specific needs like private deviations or stops, please be advised that any private travel request is directly arranged by the traveler and the additional costs if any, are the traveler's expense.

For all travel related queries please contact:

Ms. Gloria Jereda-Posada, Secretary, Standards and Export Quality Management, Tel: +41 22 730 0620, Fax: +41 22 730 0576, e-mail: jereda@intracen.org

VISAS:

You are responsible for ensuring you have the necessary visas for Malaysia and any countries of transit. We will provide you with a letter to facilitate your application for visa.

ACCOMMODATION AND DSA

Hotel where the participants will be accommodated will be the same as the venue.

ITC will reserve and provide for an individual room for you at the hotel for the relevant dates. The DSA allowance will be sufficient to cover the cost of your visa, hotel costs (US\$ 108 US\$), dinner, etc., which you will incur while in Kuala Lumpur.

Breakfast is included in the room rate. Lunch will be provided on the days of the workshop (1-3 December 2009). DSA provided per day therefore is US\$ 156.

Should you have any queries on the above, please e-mail: quality@intracen.org or Fax: +41 22 730 0576

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