



ASIAN PRODUCTIVITY ORGANIZATION

Ref. No.: 16-AF-06-GE-WSM-2409

11 October 2016

Dear Delegates:

57th Workshop Meeting of Heads of NPOs
19–21 October 2016, Putrajaya, Malaysia

Circular

We hope the preparations for your participation in the upcoming WSM in Putrajaya, Malaysia is going well.

This circular contains general information to refresh your memory as well as some additional instructions to ensure a smooth transfer between the airport and hotel.

1) Accommodation and Conference Venue (no change)

Putrajaya Marriott Hotel

Address: IOI Resort City, Sepang Utara, 62502 Malaysia

Tel: +60-3-89498888

Fax: +60-3-89498999

Website: <http://www.marriott.com/hotels/travel/kulpg-putrajaya-marriott-hotel/>

Room rate: RM310 net/day for single (equiv. to USD76 as of June 2016)
inclusive of tax, service charges, and breakfast

For those who have requested the APO Secretariat to arrange accommodations and transportations, please note the following:

- Accommodations will be arranged based on the information on the Attendance Form.
- APO will bear charges for the room at the Putrajaya Marriott Hotel for the duration specified in its Letter of Acceptance for Agricultural and NPO delegates. Other cost for incidentals such as mini bar, laundry, in-room service, etc. will need to be settled by delegates themselves. Advisers, Observers and other WSM delegates will need to make payment for their own accommodation upon check-out.
- Delegates who are no-shows or shorten their stays will be charged for the entire duration of the stay reserved.
- The hotel check-in time is 14:00 and check-out time is 13:00. If you need to use your room before or after these times, please inform us in advance. Early arrival or late check-out requirements may be arranged subject to availability and the following additional charges:

Early check-in before 14:00:	100% of applicable room charge
Late check-out between 14:00 and 18:00:	50 % of applicable room charge
Late check-out 18:00 onward:	100% of applicable room charge

2) Airport Transportation

All WSM delegates will be received at Kuala Lumpur International Airport and transport to the Marriott Hotel Putrajaya has been arranged by MPC based on the flight arrival schedule delegates have provided to the APO Secretariat. Please look out for the staff who will be holding up a visual of the APO logo and the delegates' name at the arrival hall of the airport, located outside the baggage claim area. Please ensure to wear the APO tag that has been sent together with the documents.

If you cannot meet staff at the airport, please contact:

Mr. Al Hisyam

Email: AlHisyam@mpc.gov.my

Mobile: (60) 12-245-4847

3) Informal reception hosted by the APO Secretary-General (18:00 on Tuesday, 18 October)

APO Secretary-General Santhi Kanoktanaporn invites WSM delegates to an informal reception on Tuesday, 18 October 2016 as follows:

Who: All delegates (APO Directors, Advisers, and Observers)

Date/Time: 18:00–19:30, Tuesday, 18 October 2016

Venue: Kuala Lumpur Room

R.S.V.P.: Liaison Officers, please inform the APO Secretariat of the attendance of NPO and Agriculture Delegates and Advisers by Friday, 14 October 2016, via e-mail: tgoto@apo-tokyo.org, ynatsui@apo-tokyo.org

4) Documents

A set of meeting documents was sent to you by courier for reference. Please take those documents with you to Malaysia. All documents are also available on the APONet. You may find the “57th WSM Putrajaya” logo icon on our website, where the documents can be downloaded using the following ID/Password.

APONet↓

<http://www.apo-tokyo.org/>

ID: 16af06

Password: 16af06ai

Please ensure to bring the set of documents with you, as there will be no additional printed set available for the session.

5) Country Paper (Reminder)

For those who have not yet submitted their country papers and executive summaries, please send soft copies of them to the APO Secretariat (tgoto@apo-tokyo.org; ynatsui@apo-tokyo.org) at your earliest convenience.

6) Site Visit

On Day 3, Friday, 21 October, all delegates are invited to participate in the site visit. Please be at the Hotel Lobby, Marriott Hotel Putrajaya, at 2:15pm.

Site: Kompleks Kraftangan Malaysia (Craft Cultural Complex)
Dress Code: Smart casual with proper shoes (no sandals/slippers)

7) Contacts

<APO Secretariat>

Mr. Sherman Loo / Ms. Yumiko Nishio
Director / Administration & Finance Officer
Administration & Finance Department
Asian Productivity Organization (APO)
Tel: +81-3-3830-0411
E-mail: tgoto@apo-tokyo.org; ynatsui@apo-tokyo.org

<MPC>

<MPC>

Mr. Khidzir Ahmad
Consultant
Malaysia Productivity Corporation (MPC)
Tel: +60-3-7951-2444
Fax: +60-3-7958-1697
Mob: +60-12-664-1144
E-mail: khidzir@mpc.gov.my

We look forward to seeing you in Putrajaya soon.

Yours sincerely,



Sherman Loo
Director
Administration & Finance

Attachments:

- Tentative Daily Itinerary as of 11 October 2016
- Tentative List of Delegates as of 11 October 2016