GENERAL INFORMATION

THE 46TH GENERAL ASSEMBLY OF THE ASEAN INTER-PARLIAMENTARY ASSEMBLY (AIPA)

16 – 22 SEPTEMBER 2025
WORLD TRADE CENTRE (WTC), KUALA LUMPUR

Theme:
"Parliament at the Forefront for Inclusive Growth and Sustainable ASEAN"

TABLE OF CONTENTS

No.	Contents	Page
SECTION I: MEETING INFORMATION		
1.	Meeting Dates and Venue	4
2.	Official Language	4
SECTION II: MEETING DOCUMENTS		
3.	Meeting Documents	4
4.	Submission of Documents	5
5.	Format of Documents	5
SECTION III: SPEECHES		
6.	Time allocation for speeches	5
SECTION IV: PARTICIPATION		
7.	Categories of Participants a. AIPA Member Parliaments b. Observer Parliaments c. Guest Parliament	6
SECTION V: REGISTRATION AND ACCREDITATION		
8.	Online registration	7
9.	Registration and Information Counter	7
10.	Identification Badge	7
11.	Luggage tag	8
SECTION VI: HOSPITALITY		
12.	Accommodation	8
13.	Domestic Transportation	9
14.	Meals and Social Events	10
15.	Medical Service	10
16.	Security	10
17.	Liaison Officers	10
18.	Excursion and Spouse Programme	10
19.	5th Model AIPA	10

TABLE OF CONTENTS

No.	Contents	Page
SECTION VII: MEETING FACILITIES		
20.	Secretariat Room	11
21.	Interpretation Facilities	11
22.	Bilateral Meeting Rooms	11
23.	On-site Facilities	11
SECTION VIII: OTHERS		
24.	Contacts	12
25.	Important Dates	12
26.	Dress Codes	13
27.	Immigration Regulations	13
28.	Customs Regulations	13
29.	Currency Exchange	13
30.	Telecommunication	13
31.	Climate	13
32.	Local Time	13
33.	Electricity and Water Supply	14
34.	Shops and Outdoor Activities	14

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GENERAL INFORMATION

SECTION I: MEETING INFORMATION

1. MEETING DATES AND VENUE

The 46th General Assembly of the ASEAN Inter-Parliamentary Assembly (AIPA) will be held at the World Trade Centre (WTC), Kuala Lumpur, Malaysia from 16 to 22 September 2025.

2. OFFICIAL LANGUAGE

According to Article 18 of the AIPA Statutes, the official language and the working language of AIPA shall be in **English**. Delegates who require any assistance of interpretation during the meetings, are kindly advised to arrange their own interpretation services. Interpretation booths are limited to certain meetings scheduled. Any translations of the speeches in English are highly advised to be forwarded to the host secretariat in advance to ensure smooth coordination of the meeting during the General Assembly.

SECTION II: MEETING DOCUMENTS

3. MEETING DOCUMENTS

All meeting documents related to the 46th General Assembly of AIPA such as Programme of Activities, Draft Agenda, General Information, Concept Notes, Draft Resolutions, Explanatory Notes, Registration Form and other related documents will be available on the official website **https://aipa46.parlimen.gov.my** and AIPA Lync Go – Mobile Application.

All official documents will be in **English**. In line with AIPA 2025 theme of "Inclusivity and Sustainability" and to reduce environmental impact, **there will be no printing of papers during the event**. **Delegates are encouraged to bring digital versions of the documents**. Any delegate who wishes to distribute documents in the meeting is required to consult with the Host Secretariat.

4. SUBMISSION OF DOCUMENTS

In accordance with the RES39GA/2018/Org/06 on the Submission of the Draft Resolution of AIPA Member Parliaments, AIPA Member Parliaments are required to submit their proposed Draft Resolution to the AIPA Secretariat at least six (6) weeks prior to the General Assembly. Hence, AIPA Member Parliaments are kindly requested to submit the Draft Resolutions and Explanatory Notes latest by **7 August 2025**.

As stipulated in the RES39GA/2018/Org/06, AIPA Member Parliaments may request the inclusion of emergency item into the agenda which relates to a major event of regional concern. The proposal of the inclusion of the emergency items shall be submitted at the latest by **14 September 2025 at 1030 hrs UTC +8** (72 hours prior to the Executive Committee Meeting).

Proposed draft resolutions, explanatory note, inputs to the drafts as well as the inclusion of the emergency item shall be submitted to the Host Secretariat and AIPA Secretariat via email info_aipa@parlimen.my / protokol@parlimen.my and carbon copied to aipa@secretariat.org. Draft Resolution(s) submitted after the deadline will not be considered and included in the draft agenda items of the 46th General Assembly of AIPA.

5. FORMAT OF DOCUMENTS

All proposed documents and inputs regarding the meetings must be submitted to the Host Secretariat as Word documents (.docx) with the following formats:

Font : Arial
Font Size : 12
Paper size : A4

The template of the draft resolution is available to download from the document section on the official webpage of the 46th General Assembly of AIPA.

SECTION III: SPEECHES

6. TIME ALLOCATION FOR SPEECHES

Time allocated to deliver statements by delegations during the Plenary Session shall be limited as follows:

a. Heads of Delegations from AIPA Member Parliaments : 7 minutes
b. Heads of Delegations from Observer Parliaments : 3 minutes
c. Guests of the Host and AIPA Development Partners : 3 minutes

All statements during the Plenary Session should be forwarded to the Host Secretariat at info_aipa@parlimen.my / protokol@parlimen.my and AIPA Secretariat at aipa@secretariat.org at least one week before the 46th General Assembly of AIPA for preparation, circulation and interpretation purposes.

SECTION IV: PARTICIPATION

7. CATEGORIES OF PARTICIPANTS

AIPA Member Parliaments

Article 5 of the AIPA Statutes states that AIPA Member Parliaments consists of:

- **Brunei Darussalam:** *Majlis Mesyuarat Negara* (Legislative Council)
- **Cambodia:** *Rathasaphea* (National Assembly) *and Prithasaphea* (Senate)
- **Indonesia:** *Dewan Perwakilan Rakyat* (House of Representatives)
- **Lao PDR:** *Sapha Hengsat* (National Assembly)
- **Malaysia:** *Dewan Negara* (Senate) and *Dewan Rakyat* (House of Representatives)
- **Myanmar:** *Pyidaungsu Hluttaw* consisting of *Pyithu Hluttaw* (Lower House) and *Amyotha Hluttaw* (Upper House)
- **Philippines:** *The Congress*
- **Singapore:** *The Parliament*
- **Thailand:** *Rathasapha* (National Assembly)
- **Vietnam:** *Quoc Hoi* (National Assembly)

Observer Parliaments

The Guidelines and Procedures of AIPA Engagement with Externals defines "Observer Parliaments" as "any National or Supranational Parliament other than a Member Parliament who is conferred a formal status of an Observer Parliament through a resolution of accreditation by the AIPA General Assembly."

By 2025, AIPA has 25 Observer Parliaments: Armenia, Australia, Azerbaijan, Bahrain, Belarus, Canada, China, Cuba, European Parliament, Georgia, Germany, India, Japan, Republic of Korea, Morocco, Nepal, New Zealand, Norway, Pakistan, Papua New Guinea, Russia, Timor-Leste, Türkiye, Ukraine, and United States of America.

Guest Parliament

The Guidelines and Procedures of AIPA Engagement with Externals states that Parliament who is in the process of accreditation and/or interested in seeking accreditation of AIPA Observer status may request to observe the AIPA General Assembly as a guest of AIPA.

SECTION V: REGISTRATION AND ACCREDITATION

8. ONLINE REGISTRATION

All delegates participating in the 46th General Assembly of AIPA are kindly requested to submit a complete registration detail through the official webpage **https://aipa46.parlimen.gov.my latest by 29 August 2025 (Friday).** The login details (username and password) for AIPA Member Parliaments remain the same as the previous AIPA meetings held in Malaysia except for Myanmar and AIPA Observer Parliaments that will be included in the official invitation package.

Any changes to the information of the delegates should be directed at earliest convenience to the Host Secretariat through info_aipa@parlimen.my / protokol@parlimen.my.

To ensure a seamless experience, **all delegates are encouraged to download the AIPA Lync GO app** prior to the meeting's commencement. Upon registration, participants will be issued an identification badge with a QR code generated from the AIPA Lync GO app. This code will be used to record attendance during the meeting.

9. REGISTRATION AND INFORMATION COUNTER

A registration counter and information desk at the meeting venue will also be opened on the following schedules:

DATE	VENUE	TIME
16 September 2025	Lobby area, The Renaissance Hotel	0900 – 1700 hrs
17 – 21 September 2025	World Trade Centre (WTC), Kuala Lumpur	0900 – 1700 hrs

10. IDENTIFICATION BADGE

Identification badges of the 46th General Assembly of AIPA will be issued for all registered delegates upon their arrivals at the official hotel. All participants are requested to wear their identification badges during the meetings and official functions. For security purposes, admissions to the venue of the meeting and official functions will be restricted to those wearing ID badges only.

11. LUGGAGE TAGS

The official luggage tags are available at the official webpage of the 46th General Assembly of AIPA. All delegates are required to attach the luggage tags to facilitate the luggage identification during arrival and departure.

SECTION VI: HOSPITALITY

12. ACCOMMODATION

The official hotel of the 46th General Assembly of AIPA:

Renaissance Kuala Lumpur Hotel & Convention Centre
Corner of Jalan Sultan Ismail & Jalan Ampang, 50450 Kuala Lumpur

The Host Parliament will provide accommodation for the following:

Delegation	Accommodation provided for:
AIPA Member Parliaments (*except Myanmar*)	• 1+1 (Head of delegation and spouse) • 15 Members of delegation • 2 Delegation Secretaries
Myanmar	• 1 Head of delegation • 1 Member of delegation
AIPA Secretariat	• 1 (AIPA Secretary General) • 14 AIPA Secretariat personnel *(twin sharing)*
AIPA Observer Parliaments *(that have paid AIPA Contributing Fees)*	• 1 Head of delegation • 2 Members of delegation

The Host Parliament will provide accommodation only for AIPA Observer Parliaments that have paid the AIPA contributing fees before July 2025. As of 14 July 2025, delegates from 15 Parliaments (Armenia, Australia, Azerbaijan, Bahrain, Canada, European Parliament, Germany, Georgia, India, Japan, Morocco, Norway, Pakistan, Türkiye and Ukraine) are eligible for the hospitality offered by the Host Parliament as listed above.

Accommodations are single occupancy and inclusive of daily buffet breakfast. Hence, it is strongly recommended that all delegates to fill in all the required information through the registration link provided **by 29 August 2025** to guarantee the reservation of the rooms.

Accommodations for additional delegates beyond the numbers listed above will not be covered by the Host Parliament. Non-sponsored delegates are **strongly recommended to stay at the Renaissance Kuala Lumpur Hotel & Convention Centre**. The rates and contact details of the hotel as follows:

Renaissance Kuala Lumpur Hotel & Convention Centre:

Room Type	Rate (MYR)	Contact person
Deluxe room (single)	432.00 nett	**Ms. Eva Suraya** Director of Sales +6012 293 4458 eva.soraya@marriot.com
Deluxe room (twin)	480.60 nett	
Executive room	594.00 nett / 642.60 nett	
Junior Suite	702.00 nett / 750.60 nett	

Any other costs not mentioned above and throughout this document, as well as the costs of private entertainment, private tours, all meals taken out of the official programme, items obtained through room service, hotel room mini-bar items, laundry and dry cleaning, telephone, telex, telegram, cable or fax charges and other sundry expenses will be the responsibility of individual delegates and should be paid (as incurred) or, in the case of costs incurred at the hotel, prior to checking out. Additionally, any costs for early check in or late check-out beyond the 16 – 22 September 2025 will be under the responsibility of the delegates.

13. DOMESTIC TRANSPORTATION

The host will provide ground transportation throughout the 46th General Assembly of AIPA programmes including airport transfers for the number delegates as follows:

Delegation	Transportation provided for:
AIPA Member Parliaments (*except Myanmar*)	• 1+1 (Head of delegation and spouse) • 15 Members of delegation • 2 Delegation Secretaries
Myanmar	• 1 Head of delegation • 1 Member of delegation
AIPA Secretariat	• 1 (AIPA Secretary General) • 14 AIPA Secretariat personnel
AIPA Observer Parliaments *(that have paid AIPA Contributing Fees)*	• 1 Head of delegation • 2 Members of delegation

Any changes in the arrival and departure information, kindly inform Host Secretariat at info_aipa@parlimen.my / protokol@parlimen.my at the earliest opportunity to ensure smooth arrangements at the arrival and departure airport.

14. MEALS AND SOCIAL EVENTS

Meals will be provided for delegates at venues specified in the Programme of Activities. Delegates are requested to indicate if they have any food allergies or dietary restrictions during registration. All meals will be halal. Delegates wishing to make other meal arrangements will have to bear the costs themselves. All officially hosted participants are cordially invited to the official functions indicated in the Programme of Activities.

15. MEDICAL SERVICE

Medical personnel will be stationed at the hotel and the meeting venue throughout the 46th General Assembly of AIPA. In the event of any medical emergency, it will be at the expense of the delegates. Delegates are recommended to have travel insurance to protect against risks.

16. SECURITY

The Host Parliament will be responsible for the safety and security of the conference venue and official activities. No weapon is allowed at the conference venue and the official events in the programme.

17. LIAISON OFFICERS

The Host Parliament will provide Liaison Officer (LO) for each delegation.

18. EXCURSION AND SPOUSE PROGRAMME

Details of the excursion and spouse programme and other social functions will be shared in due course. The updated programme will be available on the official website.

19. 5TH MODEL AIPA

AIPA Secretariat will host the 5th Model AIPA tentatively on Sunday, 21 September 2025. Further details of the 5th Model AIPA will be shared in due course.

SECTION VII: MEETING FACILITIES

20. SECRETARIAT ROOM

The Secretariat Room is located at Mawar Room, Level 2, World Trade Centre. It will operate from 0800 hrs to 1800 hrs.

21. INTERPRETATION FACILITIES

The 46th General Assembly of AIPA will be conducted in English. Simultaneous interpretation booths will be arranged to provide interpretation for delegations who wish to have their own interpreters. The booths are limited to reserve and on "first come, first serve" basis. Delegations concerned are kindly requested to notify the Host Secretariat by e-mail at info_aipa@parlimen.my / protokol@parlimen.my.

Simultaneous interpretation booths will be available specifically for:

- Opening and Closing Ceremonies;
- Executive Committee Meeting; and
- Plenary Sessions.

22. BILATERAL MEETING ROOMS

Bilateral meeting rooms will be available at the conference venue from 17 – 21 September 2025 at the request of delegations on "first come, first serve'' basis. The request of bilateral rooms can be made through info_aipa@parlimen.my / protokol@parlimen.my.

23. ON-SITE FACILITIES

The following services are available at the conference venue and in its vicinity:

- Internet and print-on-demand services;
- Restaurants and cafes;
- Convenience stores;
- Banks and automated teller machine (ATM) machine;
- Media Centre; and
- Prayer room.

SECTION VIII: OTHERS

24. For further enquiries, please contact the following:

International and Protocol Division, Parliament of Malaysia

Address : Level 4, Member of Parliament & Administration Block
Parliament of Malaysia
Jalan Parlimen, 50680 Kuala Lumpur
Malaysia

Telephone : (+603) 2603 6267
Fax : (+603) 2603 7361
Email : info_aipa@parlimen.my
protokol@parlimen.my
Website : www.parlimen.gov.my

AIPA Secretariat

Address : ASEAN Secretariat Heritage Building
Jalan Sisingamangaraja No.70A,
Jakarta, 12110
Indonesia

Phone : (+62 21) 27099107
Email : aipa@aipasecretariat.org
Website : www.aipasecretariat.org

25. IMPORTANT DATES

Dates	Activity
14 July 2025	Registration opens
7 August 2025	Deadline of the submission of the draft resolutions
29 August 2025	Registration closes
14 September 2025	Deadline of submission of proposal for inclusion of emergency items
16 September 2025	Arrival of delegates
17 – 21 September 2025	Meetings
22 September 2025	Departure of the delegates

26. DRESS CODES

- **Opening Ceremony, Plenary Sessions, Meetings, and Closing Ceremony:** Lounge suit / National Dress
- **Welcoming Dinner on 17 September 2025:** Business casual (no suit, no tie) / National Dress
- **Gala Dinner on 18 September 2025:** Lounge suit / National Dress
- **Solidarity Dinner on 20 September 2025:** National dress
- **Excursion Programme on 21 September 2025:** Smart Casual

27. IMMIGRATION REGULATIONS

Delegates are required to complete Malaysia Digital Arrival Card (MDAC) within 3 days before arrival via **https://imigresen-online.imi.gov.my/mdac/main.**

28. CUSTOMS REGULATIONS

All information on customs regulations is available at: **https://www.customs.gov.my/en/tp/Pages/tp_ppel.aspx.**

29. CURRENCY EXCHANGE

Malaysia's national currency is Ringgit (Malaysia Ringgit = MYR). The current exchange rate is around **MYR 4.24 for USD 1.00** (as of 8 July 2025). Banks are open from 0900 hrs to 1600 hrs, Monday to Friday. All major credit cards are widely accepted at hotels, shops and shopping malls.

30. TELECOMMUNICATION

The country code for Malaysia: +60. Pre-paid mobile telephone cards are available at airport and local cellular shop.

31. CLIMATE

Weather tends to be hot and humid in Kuala Lumpur. Temperatures fluctuate between 32°C - 33°C during the day, and 22°C - 23°C at night.

32. LOCAL TIME

Malaysia's standard time is Coordinated Universal Time (UTC) +8.

33. ELECTRICITY AND WATER SUPPLY

Malaysia operates on a 240V, 50Hz power supply. The sockets usually a type G power plugs and sockets.

Drinking tap water and unboiled water is not advisable in Malaysia.

34. SHOPS AND OUTDOOR ACTIVITIES

Most of the malls are open from 1000 hrs – 2200 hrs. 24-hour eateries are also available.

Nearby attractions from The Renaissance Hotel:

Petronas Twin Towers / KLCC (900 m / 10 minute walk)
KL Tower (2.2 km)
Pavillion Bukit Bintang (2.6 km)
The Exchange TRX (3.0 km)
Central Market (3.3 km)
Independence Square (3.6 km)
KL Bird Park (5.8 km)
National Mosque (5.9 km)
KL Butterfly Park (6.2 km)
National Monument (6.8 km)