

Asia and Pacific Alliance of YMCAs (APAY)

18th General Assembly

6-10 September 2011, Bayview Hotel Georgetown, Penang, Malaysia

Host: YMCA of Penang

Theme: *Breaking Barriers, Transforming Lives*

IMPORTANT INFORMATION and REMINDERS

1. Arrivals/Pick-up (in Penang ONLY)

VIA PENANG INTERNATIONAL AIRPORT: It is currently undergoing major renovations and we apologize for the inconvenience. All registered participants with proper flight details (including early arrivals) submitted to the APAY Secretariat shall be met at the airport. As you arrive, make your way to the **ARRIVAL HALL** and look for the Volunteers/Staff holding a placard with the **YMCA LOGO**.

The Host Committee will set-up a YMCA Desk at the airport arrival area on September 3 (Youth Assembly) and 6 (General Assembly) as large number of arrivals is expected during those days.

Some Deaf Youth Volunteers will be gladly assisting and welcoming you on your arrivals.

VIA BUS (PLUSLINER COACHES/QUEENSBAY MALL AEROLINE): Please go to the main entrance of the station and look for the Volunteers/Staff holding a placard with the **YMCA LOGO**.

For those who are ARRIVING ON THEIR OWN: you can take a cab/taxi and ask the driver to take you to the venue

Bayview Hotel Georgetown Penang
25-A Farquhar Street, 10200
Penang, Malaysia
Tel: +(604) 263 3161

Rates: Ferry from Mainland to Penang Island (RM 1.60/head)
Taxi average rate to YMCA of Penang (RM15)

Pick-up/Transportation Concerns please contact:

Ms. Rahela (+6012) 4818211 or Ms. Yun Xin (+6012) 4788411

IMPORTANT: Those yet to inform us of their flight details should do so *IMMEDIATELY* to ensure proper airport pick-up.

YOUTH ASSEMBLY PARTICIPANTS (in Penang YMCA) JOINING THE GENERAL ASSEMBLY will be MOVED To BAYVIEW Hotel from 2pm on 6 September 2011

*On Arrival day, September 6, **welcome tea** will be served from 4:00 pm to 4:30 pm at the Kopitiam, level 1. **Dinner** will be served from 6:30 pm until 9:30 pm at the Kopi Tiam, Level 1, Bayview Hotel. For those arriving later than 9:30pm, please have your dinner outside the hotel. Thank you for your understanding.*

2. Workbook

This can be downloaded from our website (www.asiapacificymca.org) and was sent to all National Movements. Please share it to your local participants. Hard copies will be given upon registration at the venue.

3. Programs and Other Events

a) *Official Opening Ceremony right after the Opening Worship*
(7 Sept 2011, 9:15 – 10:45/Venue: Sri Mas Ballroom, Level 4)

The Chief Minister of Penang, YAB Tuan Lim Guan Eng was invited as the Guest of Honor. *Attire:* You are encouraged to put on jackets. An official photograph will be taken after the Opening Ceremony.

b) Welcome Dinner and Host's Cultural Night

(7 Sept 2011, 18:30 –22:00/Venue: Sri Mas Ballroom, Level 4)

Attire: GA Batik Shirt, which shall be distributed when you arrive at the venue during registration. YMCA of Penang will host Reception & Cocktail.

c) APAY's Cultural Night and Farewell Dinner

(9 Sept 2011, 18:30-22:00/Venue: Sri Mas Ballroom, Level 4)

Attire: National/traditional costume. The youth team will lead this Evening of Fellowship and Cultural Expressions.

d) Bazaar (Open during lunchtime on 7-9 September, Atrium, Level 7)

For those who have confirmed participation, the set-up of bazaar starts right after the official photograph on Sept 6 at the Sri Crystal Foyer, Level 7. All proceeds shall be donated to the APAY Youth Fund (S2S).

Please look for Mr. Wichian Boonmapajorn (Thailand), Mr. Samuel Pervez (Pakistan), Ms. Retha Andoea (Indonesia), Ms. Kristina Velez (Youth Intern) with some youth leaders and Penang YMCA volunteers for your set-up and arrangements.

e) National Exhibit (to be displayed in Levels 2 and 4)

All those who have confirmed participation shall coordinate with *Ms. Mavis Vong (Macau), Mr. Shinichiro Kurosawa (Japan) and Ms. Kristina Velez (Youth Intern)*. Exhibition boards (3 ft x 6 ft) shall be provided for your posters and other materials. As earlier announced, Movements are also encouraged to bring their own YMCA vertical banners with stand. Representatives of participating Movements are requested to meet at the Sri Mas Ballroom Foyer, Level 4 on 6 Sept from 7:30 pm then set-up exhibits.

f) Exposures Preferences

URGENT Call to those who have not submitted their Exposure's Response Forms! Please submit to cristina@asiapacificymca.org by 25 August 2011. This will ensure proper logistical arrangements and preparations of the communities/exposure sites. Please note that some exposure sites have limited places. Those who fail to comply are given the chance to sign-up at the registration area on 6 September 2011.

4) Internet Service/Wi-Fi

The venue is equipped with Wi-Fi facility. Each room will be provided with a password for free internet use. If you are sharing a room please share the use of the internet

We encourage participants to bring with them their own laptops/notebooks. The Secretariat can only provide 2 computers and it will only be open for public use during mealtime and tea breaks.

5) Orientation of Presenters/Coordinators/Moderators

a) Strategic Dialogue Presenters and Moderators

6 September 2011, Monday, 2:30 pm to 4:00 pm, Sri Perak 1, Level 4

Coordinators: Ms. Cristina Miranda, Co-Chair, GA Planning Committee

Mr. Karl Lau, Chair, Writing Team

Mr. Bruce VanVoorhis, Writing Team Member

b) Witness Rooms Presenters

6 September 2011, Monday, 2:30 pm to 4:00 pm, Sri Perak 3, Level 4

Coordinators: Mr. Duncan Chowdhury, NGS, Bangladesh

Mr. Jose Varghese, APAY ES

Mr. Anjan Mukherjee, Writing Team Member

- 6) **Notice Boards** will be placed at Levels 2 & 4 for daily information, updates and program schedules. Direction signages will also be posted at convenient places.
- 7) **Daily Newsletter** will be issued during the General Assembly. This will contain daily highlights, news bits, stories, photos and reflections. We are still in need of young writers who have interest in this field and willing to have “sleepless nights” ☺. Please look for Ms. Irene Tan (Malaysia), Ms. Phyllis Tan (Singapore) and Ms. Cristina Dalope (APAY ES) at the registration area on your arrival or e-mail: cristina@asiapacificymca.org before 1 September 2011.
- 8) **Worship ~ Choir** – if you are interested to join the Choir for daily worship, please sign-up at the registration area on September 6 and look for Mr. Pabs Tabucol (Worship Coordinator) and Mrs. Marlene Yamada (Choir Leader) at the hotel lobby for your choir practice schedules.
- 8) **Schedule of Meetings** ~ GA Working Teams (Planning Committee, Writing Team and Worship Team), Partners Support Group, Quadrennial Council Meeting, NGS and National Presidents and other related Meetings

Meeting Particulars	Date	Time	Venue at the Hotel
GA Planning Committee and Worship Team	4 September/Sunday	2:30 pm– 5:30 pm	Sri Nilam 1, Level 2
GA Planning Committee (as necessary)	5 September/Monday	2:00 pm – 5:00 pm	Sri Nilam 1, Level 2
Writing Team (Regular Meetings to be announced)	5 September/Monday	2:00 pm – 5:00 pm	Sri Nilam 2, Level 2
APAY Officers Meeting	5 September/Monday	5:00 pm– 6:30 pm	Sri Nilam 1, Level 2
Worship Team preparations	5 September/Monday	Whole day	Penang YMCA
Worship Team Regular Practice and Preparations	6 September/Tuesday 7 to 9 September	7:30 pm – 8:30 pm 1:30pm – 2:30 pm	Sri Perak 1, Level 4 To confirm
National General Secretaries (NGS)	6 September/Tuesday	9:00 am to 12 noon	Sri Perak 1,2,3/Level 4
Joint Luncheon Meeting – NGS & National Presidents	6 September/Tuesday	12noon to 2:00pm	Sri Perak 1,2,3/Level 4
Election Committee	6 September/Tuesday	2:30pm to 4:00pm	Sri Crystal, Level 7
Quadrennial Council Meeting	6 September/Tuesday	8pm – 10:30pm	Sri Mas Ballroom, Level 4
Bangladesh Partners Meeting	7 September/Wednesday	7:00 am to 8:00am	Sri Delima, Level 4
Indonesia Partners Support Group (PSG)	7 September/Wednesday	1:00pm to 2:15pm	Sri Delima, Level 4
India PCG	8 September/Wednesday	7:00 am to 8:00am	Sri Delima, Level 4
Cambodia PSG	9 September/Wednesday	7:00 am to 8:00am	Sri Delima, Level 4
East Timor PSG	9 September/Wednesday	1:00pm to 2:15pm	Sri Delima, Level 4
Quadrennial Council Meeting	9 September/Wednesday	4:30pm – 6:00pm	Sri Mutiara, Level 16P

Note: National Movements who plan to have meetings during the Assembly are requested to schedule at the Secretariat Office, Sri Intan, Level 2 for proper meeting room arrangements on a first-come-first serve basis.

9. Electric Plug

- For electric gadgets, Malaysia uses this kind of Electric Plug. →



10. Emergency Contact Person for Transport (in Penang)

Mr. Tan Kam Hoong
+60124127751

SAFE TRAVELS EVERYONE! SEE YOU in PENANG!