ESEAP CONFERENCE 2024 ATTENDEES GUIDE



Venue

Le Méridien Kota Kinabalu, Sinsuran, Jln Tun Fuad Stephens, 88000 Kota Kinabalu Sabah, Malaysia.



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Contact details

If you need assistance in Malaysia please contact the following representatives of ESEAP Conference and Wikimedia Community User Group Malaysia:

Taufik Rosman : +6011 3146 6653
 Ahmad Wafiq : +6011 2564 3573
 Bluster Jainon : +6019 825 4793

Orientation video link:

https://drive.google.com/file/d/1T8OwY6Mx1Rg6p1UK807Q1Sfn_hvyU0PB/view?usp=sharing





Code of conduct and cultural awareness

Expectations:

- The <u>Wikimedia Community User Group Malaysia</u> & <u>Wikimedia General</u> safe space policy applies at all times.
- We will have a Trust and Safety team who speak Malay, Indonesian, Mandarin and English.

Ways of working:

- Everyone attending the ESEAP conference has a role and purpose for being there.
- Some represent an affiliate rather than themselves, some are staff doing their job, and others are interested in particular projects or wiki-related activities.
- In discussion and decision making, each person has equal standing.

Language:

- English will be needed for all activities including during presentations. Delegates are asked to speak clearly, slowly, and for a short period.
- Take time to listen and allow another person to talk. Work to involve all interested
 delegates in conversations and discussion. This may be by seeking someone to
 translate for you, or repeating or re-stating more simply to improve understanding.
- Live interpretation will only be provided for the plenary hall sessions via ZOOM. Please inform the organiser if you require language support.
- Please bring your own earphones to listen to the live interpretation via ZOOM. The organiser is unable to provide earphones for participants.

What else to bring?

- We encourage participants to bring candies and dessert from their respective countries. Cannabinoid remains illegal in Malaysia, so the participants are not allowed to bring any candies/snacks with such ingredients to the conference.
- We also encourage participants to bring in coins, postcards, stamps, travel brochures, or printed materials from their respective countries.

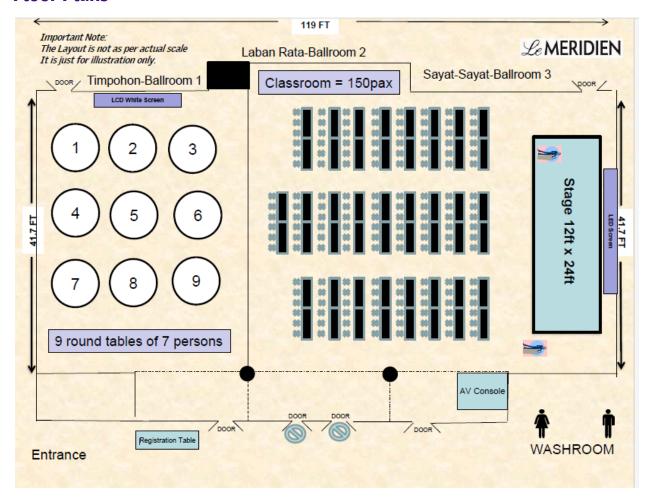
Conference venue

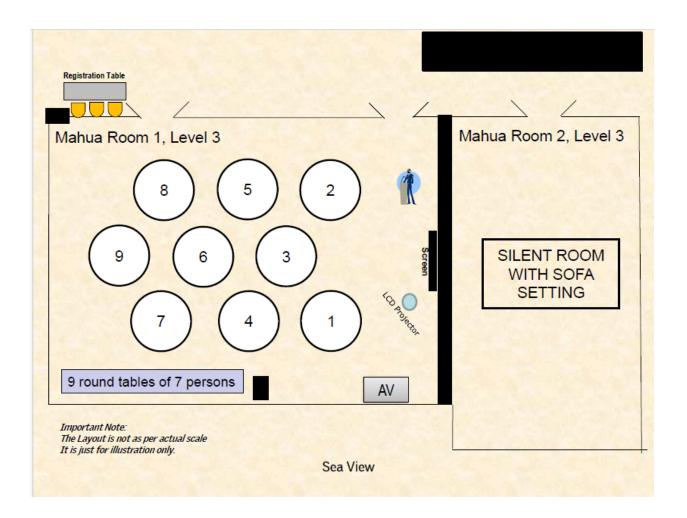
The ESEAP Conference is being held at the Le Méridien Kota Kinabalu, Sinsuran, Jln Tun Fuad Stephens, 88000 Kota Kinabalu, Sabah, Malaysia. See <u>Google Maps</u>.

Wifi

- Free to use for all participants
- Do not require any password

Floor Plans







Trust and Safety team

There will be five people at the ESEAP acting in the Trust and Safety team.

You can easily spot them by their distinctive yellow lanyards.



The hotel registration desk can also advise you. In an emergency please contact emergency services by dialling **999** (triple nine) and requesting police, ambulance or fire brigade.

The **Universal Code of Conduct** and **Friendly Space Policy** applies at the ESEAP Conference.

Please take a moment to familiarize yourself with them.

https://meta.wikimedia.org/wiki/Universal Code of Conduct

https://foundation.wikimedia.org/wiki/Policy:Friendly space policy

Do look out for the small colour stickers found on the participant's name tag.

Green indicates the participant allows other people to hug them.

Yellow indicates the participant allows other people to shake their hands.

Red indicates the participants only allow other people to wave their hands at them.

Please respect other participant's personal space and boundaries throughout the conference.

Report Violations

If you want to report a violation of these rules or if you witness or experience harassment, please reach out to the Trust & Safety team

For on-site participants:

- 1) You may approach Trust & Safety team wearing special lanyards with name tags at the venue or;
- 2) There will be a report box at the entrance of the room, you may submit your report in that box or;
- 3) You may call our Trust & Safety team through

Taufik Rosman : +6011 3146 6653Ahmad Wafiq : +6011 2564 3573

For online participants:

- 1) You may report any violations or enquiries through email at persidangan@wikimedia.org.my
- 2) The Logistic Team will be available online via Zoom under the initial name "[LogTeam]". Feel free to contact them if needed.



Health and Safety

This is our highest priority for all delegates. We will be working in a large group of 100 Wikimedians over quite a few days and our goal is for everyone to remain healthy. Please take extra care with COVID protection protocols in the week before you come to Kota Kinabalu, and wear a mask while travelling (even if this is not mandated). There will be masks and sanitizers available at the conference venues. Please respect those around you.

If you feel sick during the conference, you should let one of the organising team know and stay in your hotel room. The hotel registration desk can advise of a nearby medical centre if required.

The nearest hospital with the hotel will be Queen Elizabeth Hospital, Kota Kinabalu. See <u>Google Map</u>.

Emergency Situation - For example, someone gets a heart attack or a stroke, PLEASE CALL the EMERGENCY NUMBER IMMEDIATELY.

Emergency services number for Police, Fire, Ambulance: 999

Medical insurance

All scholarship recipients travelling *outside of their home country* for the Wikimedia ESEAP Conference will be covered for medical, evacuation, repatriation, security detail, and logistics assistance through <u>Healix</u>. Please review our <u>FAOs</u> for more information.

Bringing medicines from other countries

It is advised for participants to only bring needed, packaged prescription medicines to the conference. Please bring a valid prescription or letter from your doctor. You may buy medicines from pharmacies in Kota Kinabalu.

COVID safety

From 1st August 2022, all travellers are allowed to enter Malaysia regardless of their COVID-19 vaccination status and do not require a pre-departure or on-arrival COVID-19 test. There are no quarantine orders related to COVID-19 enforced by the Malaysian Government upon arrival. (more info).

Page provides a summarised view of the pandemic in Malaysia, allowing you to track its evolution on a daily basis; KKMNOW.

Safety at the airport

While at the airport, arriving and departing, be careful of strangers asking you to carry items in your bags. Make sure your bags are secured, be aware of your surroundings, and be smart. If in doubt, contact the emergency phone numbers mentioned above.



Travel

To and from airport

When you arrive at the airport, you can use several transportation apps to move directly to Le Meridien Kota Kinabalu. There are several popular ride-hailing options in Kota Kinabalu, such as buses, Maxim (Android, iOS), and Grab. The transportation also takes about 10-20 minutes depending on road conditions. The pick-up point for Grab is at Arrival Pillar 5 near Within Sabah arrivals.

- Maxim: RM10 (USD\$2.10) for four seats.
- Grab: RM10 RM14 (USD\$2.10-USD\$3) for four seats.

You can choose a cash or cashless payment method through a smartphone application. Cashless payment is required for late night trips. Do put your debit/credit card information into the e-hailing application before you depart to Kota Kinabalu.

For scholars, airport transfers will be provided according to your arrival and departure time from Kota Kinabalu International Airport to Le Meridien Kota Kinabalu, and Le Meridien Kota Kinabalu to Kota Kinabalu International Airport.

Payment and transfer

Cash payments are widely accepted in Sabah. Cash payments can be made at almost all stores. Payment for transportation can be made online, but payment for transportation such as buses must be made in cash. Similarly, some restaurants, shops, and markets in the surrounding areas may not accept online payments, so cash payment is required.

Most shops and convenience stores also allow payment by Visa and Mastercard. However, some local stores will prefer payment by cash or QR payment (which is normally applicable to those who own Malaysian bank cards and other Southeast Asian countries).

You can still use contactless payment cards in some shops, restaurants and markets such as a payWave/PayPass credit or debit card, TNG e-Wallet, Apple Pay, Google Pay or Samsung Pay.

Facilities near hotel

Le Méridien is a hotel located in an area surrounded by stores, markets, and shops that provide goods and services you may need. You can visit several places from the hotel.

Nearby Mall : <u>Centre Point Sabah</u> 450 metres/6 minutes walk

Nearby Clinic : <u>Klinik Dr Zulfikar</u> 170 metres/2 minutes walk

Nearby Market : <u>KK Night Market</u> 190 metres/3 minutes walk

Nearby Pharmacy : <u>CARING Pharmacy</u> 220 metres/3 minutes walk

Nearby ATM : <u>Alliance Bank</u> 180 metres/2 minutes walk

Nearby FX: Focurex Services SDN. BHD. 230 metres/3 minutes walk

Additional Info: All scholarship and affiliate scholars covered by WMF health insurance.

Phone and SIM card

When you arrive at Kota Kinabalu International Airport (KKIA) there are Maxis and Digi stores selling SIM cards. Identification is required to buy a SIM card in Malaysia. You can use your passport, and you need to provide the address you are staying at. An activation process may be required for the SIM.

Prepaid SIM cards in Malaysia can be purchased from supermarkets, phone stores, and post offices. You can purchase a 'recharge' which will allow a certain amount of data and calls. Once this has expired you can purchase another recharge or allow your SIM to expire.

Note: The conference area, airport, hotel, and some areas of Sabah Malaysia have free wifi available.

Maxis

The nearest Maxis store is <u>Maxis Centre Api Api</u> located 900 meters from the hotel. It will take you approximately 13 minutes if you decide to walk. Maxis provides a variety of plans tailored to your needs. <u>See their plans here</u>.

CelcomDigi

The nearest SIM card store for CelcomDigi is at <u>CelcomDigi Sabah Region Campus</u> which is located along the same route leading to the Le Meridien hotel. This shop is 8.4km from the Airport and takes 11 minutes to reach by car. With CelcomDigi, you can choose from various plans according to your preferences. <u>See their plans here</u>.



Malaysian Border Force

Customs & Declaration

Visitors entering Malaysia for the ESEAP conference should ensure they have enough funds to support themselves during their stay. There is no limit on the amount of money you can bring into Malaysia. However, if you are carrying more than RM 10,000 or its equivalent in foreign currency, you must declare it upon arrival. Make sure to have sufficient funds to cover expenses such as accommodation, transportation, meals, and incidental costs during your visit.

Incoming Passenger Information

Beginning 1 January 2024, all foreign citizens travelling to Malaysia are required to complete the <u>Malaysia Digital Arrival Card</u> (MDAC) at least 3 days prior to entry into Malaysia, except:

- 1. Citizens of Singapore;
- 2. Diplomatic and Official Passport holders;
- 3. Malaysian Permanent Residents and Long Term-Pass holders;
- 4. General Certificate of Identity (GCI) Brunei Darussalam holders;
- 5. Brunei Malaysia Frequent Traveller Facility holders;
- 6. Thailand Border Pass holders; and
- 7. Indonesia Cross-Border Travel Document (PLB) holders.

Fill out the immigration and customs declaration forms provided on your flight, typically available in English.

Ensure you have a pen handy in your hand luggage to complete the forms. Familiarise yourself with any translated examples of the <u>forms</u> beforehand.

Questions at Border Control

Have necessary documents ready, including your visa and any invitation letters. Answer questions truthfully, ensuring consistency with your invitation details. Scholarship holders should be prepared to provide evidence of funding.

Quarantine Measures

Malaysia has biosecurity regulations governing the import of certain foods, plants, and animal products. Check the <u>Malaysian Border Force website</u> for a list of prohibited items and required declarations. Do not bring any food items or souvenirs made from natural materials. If carrying medication, ensure you have English documentation from your doctor or pharmacist.

Additional Notes

Passengers arriving at Kota Kinabalu International Airport from other Malaysian airports (except for Sabah airports) like Kuala Lumpur International Airport (KUL) are still required to go through the immigration counter.

It is located on your right after stepping out from the airport gate. Find a yellow sign that reads "Ketibaan Semenanjung/Sarawak/Labuan / Peninsula/Sarawak/Labuan Arrivals".

Do not exit the airport from Sabah arrival.





Malaysian Money

Malaysia's official currency is Ringgit Malaysia (RM). Payment in Malaysia is only accepted in Ringgit Malaysia. To obtain Ringgit, you must exchange currency at a currency exchange office or take money from an ATM. Currency exchange bureaus and ATMs are available at Kota Kinabalu International Airport. Some stores might not accept cash, and others may not accept cards.

Malaysian Electrical Plugs





In Malaysia plug type, (240V at 50Hz) which is Type G plug is used, which is of British origin. Please bring your own universal adapter if needed, since it may be difficult or expensive to buy one in Kota Kinabalu.

Malaysia uses the same plug as Brunei, Singapore, Hong Kong, United Kingdom, Malta, Ireland, Cyprus and Malta.

Weather and appropriate clothing

Average high °C (°F)	32 (89)
Average low °C (°F)	24 (76)
Maximum ultraviolet index	3 (moderate)
Chance of rain	62%

Rain is currently forecast for the weekend of ESEAP. You may need a raincoat or umbrella when walking.

It is advised to wear a hat when outside due to UV radiation from the sun. Tips for protecting yourself:

- Apply SPF30+ broad spectrum water resistant sun-screen liberally to clean, dry skin, at least 15 minutes before being exposed to the sun, and reapply at least every two hours when outdoors.
- Put on a broad-brimmed hat that shades your face, neck and ears.
- Wear sun protective clothing that covers as much of your body as possible.
- Seek shade
- Wear wrap-around sunglasses
- Avoid going outdoors unprotected between 10am 3pm when ultraviolet radiation is the strongest.

Dress comfortably for the conference. Indoor venues are air conditioned and may feel cool.

Casual clothing is fine. There are no cultural restrictions around what to wear while in Kota Kinabalu. Some rules may apply for certain venues such as a religious site (mosque, church, synagogue) and when entering some restaurants, bars, pubs, or nightclubs. These may include, appropriate footwear (no thongs or flip flops) and needing to wear a shirt. Check the venue website before attending.

Smoking in Kota Kinabalu

Smoking is generally banned in indoor public places including in restaurants, across Malaysia. There is a total ban on smoking in indoor public spaces. Smoking outdoors is illegal in public spaces, such as public transport stops and taxi ranks, building entrances, children's playgrounds, swimming pools and at major sports grounds. Smoking is banned in the outdoor dining areas of restaurants, cafes, pubs and other venues.

Smoking, vaping, and e-cigarettes are banned in your hotel room and conference venue.

Hotel

For scholars, your accommodation for the nights approved in your itinerary will be provided.

The conference hotel and venue is Le Méridien Kota Kinabalu. See <u>Google Maps</u> and <u>Marriott</u> website.

Address: Jalan Tun Fuad Stephens, Sinsuran, 88000 Kota Kinabalu, Sabah, Malaysia

Check-in: 3:00 PM

Check-out: 12:00 PM (noon)

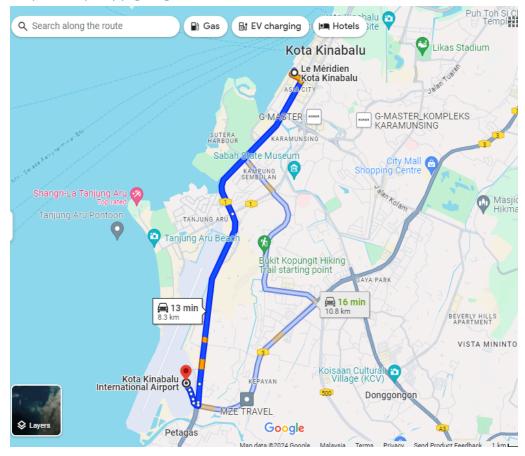
You can leave your luggage at the counter if you are arriving and leaving the hotel early for free.

Breakfast is included for scholars only.

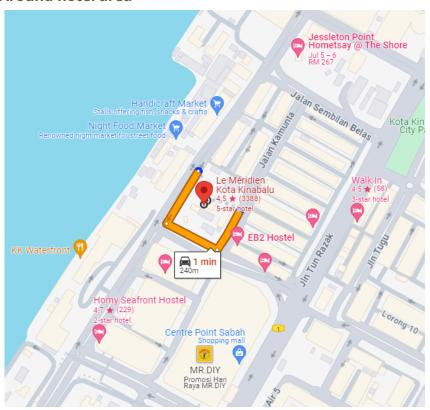
Languages spoken by staff: Malay, English, Mandarin

Location from the airport to the Le Meridien Hotel

(https://maps.app.goo.gl/uRerHLLvwHGAJv1v5):



Around hotel area



Hotel security deposit

There will be no deposit required for scholars in Le Méridien Kota Kinabalu.

However for extra services like laundry, hotel restaurant and room service, you will need to pay for it on the spot.



Meals

- Meals are available, and we accommodate both vegetarian and halal requests.
- Breakfast is served at 7.30 am and included in your hotel stay during the funded accommodation dates.
- Self-funded participants are covered with coffee breaks and lunch only.
- All other meals will be organised and paid for by delegates.
- Alcoholic beverages will not be served during the conference. You may purchase your own alcoholic beverages at your own expenses during the social nights. Please drink responsibly and be mindful of other participants.

DATE	LUNCH	DINNER
9 May (Thursday)	Lunch is not provided. At your own expense	Hotel Welcome Function Azure Poolbar, Level 2 18:00-22:00
10 May (Friday)	Latest Recipe, Lobby Level 12:30-01:30	Mari-Mari Cultural Village 18:00-21:00 (buses leave at 17:00)
11 May (Saturday)	Latest Recipe, Lobby Level 12:30-01:30	Dinner/ Karaoke Function Rooftop Bar, Level 15 (Access from Level 14) 18:00-22:00
12 May (Sunday)	Latest Recipe, Lobby Level 12:30-01:30	Dinner is not provided. At your own expense

Food and culture in Kota Kinabalu

Food



File:Kota Kinabalu Filipino Market fresh seafood.jpg by Tofeiku

Seafood extravaganza:

 As a coastal city, Kota Kinabalu is renowned for its fresh seafood. Visitors can indulge in an array of oceanic delicacies, including succulent prawns, flavorful fish, and delectable shellfish. Seafood markets and waterfront restaurants offer an immersive dining experience where patrons can enjoy grilled seafood platters, seafood noodles, and mouthwatering seafood curries.



File:In the night market of Kota Kinabalu - Sabah - Borneo - Malaysia - panoramio.jpg by diego_cue

Street food galore:

 Kota Kinabalu's bustling streets come alive with an abundance of street food stalls offering an array of local delicacies especially in the evening time. From savoury satay skewers and crispy fried snacks to steaming bowls of soto makassar and fragrant grilled meats, there's something to satisfy every palate. Make sure that you don't miss trying iconic street food dishes like sayap ayam (grilled chicken wings), ikan bakar (grilled fish), and many others.





File:Nonsom Bambangan.jpg by Sweizhong

File:Hinava Sabah.jpg by Terencetulus

Traditional Sabahan cuisine:

Kota Kinabalu is a melting pot of cultures, and its cuisine reflects the diverse influences of its indigenous tribes and neighbouring countries like Indonesia and the Philippines. Visitors can sample traditional Sabahan dishes such as hinava or kinilau (raw fish salad), bosou (fermented fish), lato (a type of algae), and bambangan (wild mango pickle). These unique flavours and ingredients offer a glimpse into Sabah's culinary heritage.

Enjoy the experience of sharing Sabahan cuisine with your friends while enjoying the beautiful sunset in Kota Kinabalu's market.

Culture



File:Kadazan Tangara Papar.jpg by Jjurieee

Kadazandusun heritage:

The Kadazandusun people are the largest indigenous ethnic group in Sabah, and their cultural traditions play a significant role in Kota Kinabalu's identity. Visitors can learn about Kadazandusun customs, rituals, and folklore through cultural performances, traditional music, and handicraft demonstrations. The Kadazandusun Cultural Association (KDCA) Cultural Village provides an immersive experience where visitors can interact with locals and explore traditional longhouses, bamboo houses, and rice wine-making processes.



File:KotaKinabalu Sabah CityMosque-08.jpg by CEphoto, Uwe Aranas

Islamic heritage in Kota Kinabalu:

 Kota Kinabalu is home to several mosques and Islamic landmarks that showcase the city's Islamic heritage. The Kota Kinabalu City Mosque, also known as the Sabah State Mosque, is a stunning architectural marvel with its majestic domes and intricate designs. Visitors can admire the mosque's beauty, learn about Islamic culture, and participate in guided tours to gain insight into the local Muslim community's way of life.



File:KAAMATAN 09.jpg by Ricardo Unto

Festivals and celebrations:

o Throughout the year, Kota Kinabalu hosts a variety of cultural festivals and celebrations that showcase the city's diverse heritage. May is the Harvest Festival month for the Kadazan, Dusun, Murut, Rungus community in Sabah which ends with a state-level festival on 30–31 May. The annual Sabah Fest celebrates the state's cultural diversity through dance performances, music concerts, and traditional arts and crafts exhibitions. Other festivals such as the Mooncake Festival (Mid-Autumn Festival) offer visitors the opportunity to immerse themselves in local traditions and festivities. Then, the Regatta Lepa water festival showcases the customs and traditions of the 'Sea Gypsies' which is also known as the Bajau Laut tribe in Sabah. Highlights include a floating parade of colourful lepa boats, lepa boat racing and tug-of-war, beauty pageant and fireworks.



Programme

• The ESEAP timetable is available on <u>Meta</u> and the printed version will be available at the conference.

Presenters

• Presenters will receive details from the program subcommittee. Contact persidangan@wikimedia.org.my for any inquiries.

Social Programme

• For social programmes at the conference, there is not really a dress code imposed for the conference. You can wear smart casual clothing. However, this dress code is **not compulsory** and is **only a suggestion**.

TIMETABLE:

DATE	PROGRAMMES	TIME (MYT)
Thursday, 9th May	Photowalk @ Warriors' Monument	13.30 pm - 15.30 pm (MYT)
Friday, 10th May	Attendees will take part in social and cultural performance	09.00 am (MYT)
	Commons Meetup @ Conference area	12.00 pm - 14.00 pm (MYT)
	Evening event at Cultural Village	18.50 pm (MYT)

Saturday, 11th May	Photowalk @ Conference area	08.00 am - 09.00 am (MYT)
	Live Band, Karaoke Party, Dinner Buffet and Game session	18.00 pm (MYT)
Sunday, 12th May	Own arrangement from 17.00 pm, Opportunity to explore Kota Kinabalu	17.00 pm (MYT)

Other information

Translation services

ESEAP has many languages!

At ESEAP 2024, English will be the main language spoken for all presentations, and English captions will be available for sessions on Zoom.

We do not have paid translators however some attendees from your language group may be able to assist with translation.

We suggest all attendees download one of the free translation apps available to your phone to help with live translations during the presentations and in conversation

- <u>Microsoft Translator</u> Supports 41 languages including Korean, Indonesian, and Chinese. iOS and Android.
- Google Translate Supports 10 languages including Chinese. iOS and Android.
- Apple Translate Supports 12 languages including Chinese and Korean. iOS only.

Please bring headphones or earphones if you will be using audio translation during the conference.

Conference Logo and theme

This logo is available on Wikimedia Commons

You can read more about the Theme and Logo on our Diff Blog

Social Media

The official ESEAP hashtag is #ESEAP2024 and #ESEAP

Follow the hashtag on Facebook (insert link), Twitter (insert link) and Instagram (insert link) and tag presenters.

Facebook @WikimediaMalaysia

Instagram @wikimediamy

Twitter/X: @wikimediamy

YouTube: @wikimediamalaysia

ESEAP Contacts & Conference Communications

ESEAP Conference Telegram Announcement Channel:

https://t.me/eseap2024

ESEAP Conference Telegram Chat Group 2024:

https://t.me/+2nt5W26-z8k3MGU1

ESEAP Conference Organising Team and Programming email:

persidangan@wikimedia.org.my

ESEAP General Email List:

eseap@lists.wikimedia.org

ESEAP General Telegram:

https://t.me/ESEAP

Scholars travel arrangements

Travelmanager@wikimedia.org

Scholarship Attendees

If you are attending ESEAP on a scholarship, you are expected to attend and participate fully in all events.

If circumstances arise that mean you are unable to do this, please communicate this to a member of the Trust and Safety team (see above).

Attendees Report

If you are given a travel grant to participate in the ESEAP Conference, you must submit a conference report at https://meta.wikimedia.org/wiki/ESEAP Conference 2024/Report

Subsections of the report must include:

- Things learned at the conference
- Things the participant contributed or participated in the conference
- Plans after the conference (from what was learned or contributed in the conference)
- Comments/ suggestions about the conference

Category must be under "Category:ESEAP Conference 2024 reports"

Deadline for report submission is on 14 June 2024.

Looking forward to seeing you at the conference in Kota Kinabalu, and let's engage cooperatively in all the discussions!

Media Acknowledgement:

- 1. CEphoto, Uwe Aranas. (2016, 31 March). <u>File:KotaKinabalu Sabah LeMeridien-Kota-Kinabalu-01.jpg</u>.
- 2. Tofeiku. (2019, 7 December). File:Kota Kinabalu Filipino Market fresh seafood.jpg
- 3. Diego_cue. (2010, 9 March). <u>File:In the night market of Kota Kinabalu Sabah Borneo Malaysia panoramio.jpg</u>.
- 4. Sweizhong. (2020, 17 September). File:Nonsom Bambangan.jpg.
- 5. Terencetulus. (2021, 2 June). File: Hinava Sabah.jpg.
- 6. Jjurieee. (2023, 30 May). File:Kadazan Tangara Papar.jpg.
- 7. CEphoto, Uwe Aranas. (2014, 15 January). File: KotaKinabalu Sabah CityMosque-08.jpg.
- 8. Ricardo Unto. (2019, 30 May) File:KAAMATAN 09.jpg.
- 9. Taufik. (2024, 3 March) File:Quokka Peninsula-Sarawak-Labuan Arrivals KKIA.jpg.