



28-30 November 2025 **Kuala Lumpur, Malaysia** **Artificial Intelligence Conference**

The Role of Parliament in Shaping
the Future of Responsible AI

#ResponsibleAI



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Practical information note

ABOUT THE CONFERENCE

The Artificial Intelligence Conference on *The Role of Parliament in Shaping the Future of Responsible AI* will be held in Kuala Lumpur, Malaysia, from 28 to 30 November 2025. The Conference will bring together parliamentarians and senior parliamentary staff from around the world to discuss the impact of artificial intelligence (AI) on society, economies and democratic institutions. The event will provide a global platform for legislators and parliamentary officials to build their capacity, share knowledge, and forge a common path towards responsible AI use and governance.

The Conference is being organized by the Inter-Parliamentary Union (IPU), the Commonwealth Parliamentary Association (CPA) and the United Nations Development Programme (UNDP), in close cooperation with the Parliament of Malaysia.

This note is intended to provide a summary of important logistical information relating to the Conference.

Venue

The Conference will be taking place at The Kuala Lumpur Convention Centre (KLCC) located at:

- o Jalan Pinang
Kuala Lumpur City Centre
50088 Kuala Lumpur – Wilayah Persekutuan Malaysia
- o You can find more information about the venue, including getting directions, on their official website: www.klccconventioncentre.com.

Schedule of meetings

The Conference will begin at 14.00 on Friday, 28 November with an opening ceremony, plenary keynote and debate held at the Conference venue. A reception tea hosted by the Speaker of the House of Representatives of Malaysia will conclude the first day of the Conference.

The Conference will feature a dynamic, two-track programme focusing on “AI policy” and “AI in parliament” with dedicated breakout sessions as half-day modules due to take place on Saturday, 29 November (Day 2) and the morning of Sunday, 30 November (Day 3). The sessions will move beyond

traditional panel discussions to include a mix of interactive workshops, collaborative problem-solving exercises, and practical, activity-based sessions.

The event will conclude with a final plenary session for reporting, conclusions and outlining the next steps purposes on the afternoon of Sunday, 30 November at the Conference venue. A formal outcome document will be produced to capture the key conclusions. The Conference will end by 17:30.

All Conference-related documents, including a detailed provisional programme, will be made available and posted on the following events pages, in advance of the Conference:

- IPU: The Role of Parliament in Shaping the Future of Responsible AI | Inter-Parliamentary Union – www.ipu.org/event/role-parliament-in-shaping-future-responsible-ai#event-sub-page-documents/
- CPA: Conference on 'The Role of Parliament in Shaping the Future of Responsible AI' – www.cpahq.org/events/the-role-of-parliament-in-shaping-the-future-of-responsible-ai/

The organizers are looking to provide a dedicated space for bilateral meetings at the KLCC during the Conference. All requests to use this space should be arranged directly with the organizers in advance (see “KEY CONTACTS” below).

Languages

All documentation in advance of the Conference will be available in English, French and Spanish. Interpretation will be provided in English, French, Spanish and Arabic during the Conference.

Participation

The Conference is for members of parliament, senior parliamentary staff and invited guests, including subject experts, representatives from international organization, and other key stakeholders. The maximum number of participants per parliament is three people.

Lunch

A buffet lunch will be provided for all participants on Friday, 29 November and Saturday, 30 November.

Coffee and refreshments will be available throughout the Conference.

Costs

Unless stated otherwise and on each individual basis, participants will be responsible for the following:

- Costs and booking arrangements for return flights to Malaysia
- Airport transfers in country of origin and within Malaysia
- All in-country transport, including travel to and from the Conference venue
- Visa fees
- Covid testing (pre-departure from home country and re-entry testing)
- Travel insurance
- Meals (except those annotated as part of the official programme)
- Other personal expenses incurred by participants (laundry, telephone, room service, mini- bar, etc).

TRAVEL INFORMATION

Flights

Participants are responsible for their own flight arrangements and associated costs. The nearest airports to Kuala Lumpur are the Kuala Lumpur International Airport (KLIA) (IATA code: KUL), and Sultan Abdul Aziz Shah Airport (also known as Subang SkyPark) (IATA code: SZB). If there are any issues with your flight, please contact the relevant persons in your parliament or your assigned travel agent immediately.

Accommodation

Participants are responsible for their accommodation, including booking and covering the costs. There are many hotels located around the conference venue. The Parliament of Malaysia has recommended the following hotels, which are located near the Kuala Lumpur Convention Centre (KLCC), where the Conference will be held:

- **Impiana KLCC Hotel** (www.impianaklcc.com.my/)
 - Address: 13, Jalan Pinang, 50450 Kuala Lumpur – Wilayah Persekutuan Kuala Lumpur
 - Walking distance to KLCC: The hotel is less than a 5-minute walk via a covered, air-conditioned pedestrian skybridge.
 - Cost: A standard single occupancy room ranges from US\$ 115 to US\$ 145 (approximately 540 to 680 MYR), though prices may vary depending on the time/type of booking and availability.
- **Traders Hotel, Kuala Lumpur** (www.shangri-la.com/kualalumpur/traders/)
 - Address: Kuala Lumpur City Centre, 50088 Kuala Lumpur – Malaysia
 - Walking Distance to KLCC: The hotel has direct, covered access to the KLCC via five direct walkways, with a walking time as short as 2 to 4 minutes.
 - Cost: A standard single occupancy room ranges from US\$ 120 to US\$ 130 (approximately 520 to 610 MYR), though prices may vary depending on the time/type of booking and availability.
- **The RuMa Hotel and Residences** (<https://theruma.com/en/>)
 - Address: 7 Jalan Kia Peng, 50450 Kuala Lumpur
 - Walking Distance to KLCC: The hotel is located across the road from the KLCC, with walking time as short as 5 to 7 minutes.
 - Cost: A standard single occupancy room ranges from US\$ 186 to US\$ 425 (approximately 788 to 1,800 MYR), though prices may vary depending on the time/type of booking and availability.
- **Grand Hyatt, Kuala Lumpur**
(<https://www.hyatt.com/grand-hyatt/en-US/kuagh-grand-hyatt-kuala-lumpur>)
 - Address: 12, Jalan Pinang, 50450 Kuala Lumpur
 - Walking Distance to KLCC: The hotel is right next to the KLCC, with walking time as short as 2 to 4 minutes.
 - Cost: A standard single occupancy room ranges from US\$ 196 to US\$ 355 (approximately 830 to 1,500 MYR), though prices may vary depending on the time/type of booking and availability.
- **Mandarin Oriental, Kuala Lumpur**
(<https://www.mandarinoriental.com/en/kuala-lumpur/petronas-towers>)
 - Address: Kuala Lumpur City Centre, 50088 Kuala Lumpur – Malaysia

- o Walking Distance to KLCC: The hotel is right next to the KLCC, with walking time through the KLCC park as short as 5 to 10 minutes.
- o Cost: A standard single occupancy room ranges from US\$ 305 to US\$ 837 (approximately 1,290 to 3,538 MYR), though prices may vary depending on the time/type of booking and availability.

Please note: preferential Conference rates have not been arranged for the recommended hotels.

Ground transport

Participants are responsible for their own arrangements for transfers between the airport and the designated hotel, when both arriving in and departing from Malaysia.

Taxis from Kuala Lumpur International Airport to Kuala Lumpur cost approximately MYR 80-120. Alternatively, ride-sharing apps such as Grab can also be used for transport from the airport.

Information regarding transport options on arrival at the airport can be found through the airport websites here:

- Kuala Lumpur International Airport (KUL): <https://airports.malaysiaairports.com.my/en/klia1/air-travel/public-transport>
- Sultan Abdul Aziz Shah Airport (SZB): www.subangskypark.com/

Alternatively, you may wish to contact your respective Embassy / High Commission based in Malaysia to enquire about potential protocol arrangements.

Participants are responsible for their own travel to and from the Conference venue.

Travel and health Insurance

The organizers do not cover participants for health or travel insurance. You are therefore advised to check your Parliament's travel insurance policy. Should you not be covered, we highly recommend you source travel insurance prior to departure.

GENERAL INFORMATION

Money

The official currency of Malaysia is the Malaysian Ringgit (MYR). Please see www.xe.com for the most up to date exchange rates.

Weather

The average temperature in Malaysia in November for a typical day range from around 27°C (81°F), with highs reaching 31°C (88°F) and lows around 23°C (73°F). The weather is generally hot and humid. November falls in the middle of the eastern monsoon season in Kuala Lumpur, which is the wettest time of the year. November is, in fact, the wettest of all months, with an average of around 250 to 290 mm of rain for the month.

Dress code

Business attire (either business casual or business professional) or national dress is advised for the duration of the Conference. Please feel free to dress casually outside of the official programme times, taking into account the weather.

Respect policy

The organizing partners (IPU, CPA and UNDP) are committed to, and recognize the value of, maintaining environments of mutual respect, courtesy and dignity at this joint Conference. Any instances of bullying, harassment, inappropriateness, cultural insensitivity or otherwise unacceptable behaviour will be treated as a serious affront to the principles of this event and shall be dealt with immediately. Such behaviours may lead to a refusal for certain parties to partake in future programmes.

If you wish to report any complaints or issues that fall into any of the above criteria, please contact a member of the organizing staff present or reach out to the specified contact person for your organization as provided in the Conference materials.

Attendance and engagement

All participants are expected to play a full and active role in the entire programme. We also highly encourage participants to engage with any monitoring and feedback requests.

Laws and cultural differences

Participants are asked to familiarize themselves with local laws and customs in Malaysia. The below laws and regulations are flagged as some that participants may wish to make themselves aware of before entering the country:

- **Identification:** By law, you are required to carry your passport or a form of identification with you at all times.
- **Public decency:** Public displays of affection, such as kissing or hugging, are not culturally acceptable and may be considered an obscene act, which is punishable by law.
- **Dress code:** While there are no official laws on tourist attire, dressing modestly is advised, particularly in more conservative areas or when visiting religious sites. This generally means covering shoulders and knees.
- **Overstaying a visa:** Overstaying your visa, even for a short period, is a serious offence that can result in fines, detention, deportation and a ban on re-entry.
- **Disrespect to royalty, race and religion:** Insulting the Malaysian royal family, any race or religion is a serious offence that can lead to legal action.

Cultural and general considerations

- **Littering:** Littering is illegal and can result in significant fines.
- **Drinking alcohol:** While it is legal to drink in licensed venues, public drunkenness that causes a nuisance is an offence. Local bylaws may also prohibit drinking in public parks.
- **Public smoking:** Smoking is prohibited in many public places, including all restaurants and eateries.
- **Traffic:** All occupants in a vehicle, including those in the rear seats, must wear a seatbelt. It is illegal to leave the scene of a road accident before police arrive.

Participants should give great consideration to the above legal requirements and cultural sensitivities whilst in Malaysia. The organizers take no responsibility for the violation or penalty incurred by any individual whilst partaking in the programme.

Reading

To be fully active in the programme, all participants will be required to be fully versed in any briefing material that will be circulated prior to arrival.

Feedback

If you have any feedback on the Conference, do please relay this information to the organizers. You can do so by emailing any of the staff on deployment with you.

Admission

To manage capacity and facilitate a dynamic programme, only those participants who have successfully completed the registration process and received an email confirmation of attendance will be permitted to attend.

PRE-TRAVEL ADVICE

Documents:

- **Passports and visas:**

Ensure your passport is valid for at least six months from your date of arrival in Malaysia. Check if you need a visa to enter the country by visiting the official website of the Malaysian Immigration Department: <https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/>

Entry requirements into Malaysia can be found here: [\(www.imi.gov.my/index.php/en/main-services/entry-requirement-into-malaysia-en/\)](https://www.imi.gov.my/index.php/en/main-services/entry-requirement-into-malaysia-en/)

Please note, the organizers hold no responsibility for individuals securing their visas, or the cost of obtaining one.

- **Malaysia Digital Arrival Card (MDAC):**

All foreign travellers, with some exceptions, are required to complete the MDAC within three days before arriving in Malaysia. You can find more details and submit the card here: www.imigresen-online.imi.gov.my/mdac/main.

- **Essential documents:**

Make copies of all key personal documents, including your passport, visa (if required), credit cards, contact numbers, prescriptions, and driving licence.

- **Health:**

Take copies of any relevant health certificates and vaccination records. It is also recommended that you check with a health professional regarding recommended vaccinations (such as for Hepatitis A or Typhoid) and whether a Yellow Fever vaccination certificate is required for your country of origin.

We strongly encourage participants to carry and use Rapid Antigen Tests for COVID-19 testing throughout the programme. Should you feel unwell, please self-isolate immediately and notify the organizers or staff (hotel or Parliament). Please note that quarantine costs incurred beyond the set programme dates will not be covered by the organizers, necessitating adequate travel insurance.

- **Other:**

Carry passport-sized photographs with you and remove all non-essential paperwork from your wallet. Confirm that your overseas life and medical insurance will cover you for the duration of your visit.

Luggage:

- Secure your luggage by locking it for all ground transport legs of the journey. It may need to be left open for inspection at certain international airports but can usually be locked before loading

into the hold of the aircraft. Wrapping suitcases in industrial cling film will provide further security for personal belongings as it is much harder to tamper with the contents. Label all luggage with your destination address; this will reduce the likelihood of someone discovering an individual's nationality.

- Where practical, travel light, and always carry a separate small piece of hand luggage containing personal items such as wallets, mobile phones, laptops and your travel documents. Do not pack sensitive or proprietary information in your checked luggage.
- Avoid taking unnecessary valuables.
- Check that you have the correct travel adaptors to charge your electronic items; these are available to purchase at most major airports. In Malaysia, the standard type of power socket used is the [Type G power socket](#) as below:



- Consider placing personalized or high visibility straps around your bags to help identify your luggage at your destination.
- Following FAA protocol, security personnel may ask you questions about your luggage. Know what items you are carrying and be able to describe any electrical items.

General:

- Check that your flights have not been delayed or the times changed.
- Change a small amount of your home currency into the local currency.

Cybersecurity

Whilst abroad and in advance of travelling, travellers are advised to stay safe online. Travellers are encouraged to use reputable websites to reduce the risk of malware and to avoid using unsecure USB storage devices or chargers, unless using a data blocker. Travellers should use trusted providers and unique passwords and should not use shared computers or laptops. Where possible, travellers are strongly advised to always back up data, update software and enable security features on devices. Travellers should leave unnecessary devices at home. It is important to avoid using public wi-fi and to use mobile data where possible, especially in certain countries and when at transiting through airports. Travellers should avoid publicizing that they are travelling, or about to travel abroad and should never leave equipment unattended.

In extreme circumstances IT hardware can be hacked and cloned, and microphones, cameras and location trackers can be activated by third parties. It may then be preferable to leave such equipment at hotels (where safes are provided) especially when participating in sensitive meetings or visiting secure facilities.

KEY CONTACTS

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