2026 ITCILO

Executive Course on Pension Policy and Management

INTERMEDIATE LEVEL

PARTICIPANT INFOKIT

24-26 November 2026

Hilton Kuala Lumpur, Malaysia



WELCOME

The course at a glance

Welcome to the ITCILO Executive Course on Pension Policy and Management - Intermediate Level. We look forward to bringing together colleagues from EPF, KWAP, ASSA and international partner institutions for three days of learning and exchange.

3 days	Hilton KL	Level 7
24-26 November	*Residential Course*	*Grand Suite*

YOUR LEARNING JOURNEY

TODAY

Online onboarding

Thursday, 5 November 2026, 4 p.m.

By ITCILO & Secretariat

10-23 NOV

Pre-course period

Complete the assigned preparation before arrival.

Refer to your official ITCILO communications and eCampus instructions.

24-26 NOV

Residential course

Tuesday to Thursday at Hilton Kuala Lumpur.

Training sessions take place in the Grand Suite, Level 7.

PEOPLE TO HELP

Meet your co-secretariat from EPF

Please contact the relevant team for assistance before or during the course.



AZNIE ATIKAH

Accommodation Liaison

nur-aznie@epf.gov.my



KHAZAMI MAHMUD

Accommodation Liaison

mkhazami@epf.gov.my



NAZRIN KAMARUL BAHRAIN

International Participant/ITCILO & Venue Liaison

nazrin@epf.gov.my

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We look forward to welcoming you to Kuala Lumpur

PREPARE

Before you arrive

A few steps now will help you settle in and make the most of the course.

DIETARY REQUIREMENTS

Tell us what you need

Please complete the accommodation and dietary requirements form. Please detail out your dietary needs and contact the secretariat for further attention.

Form will close in 10 days (15th November)

Scan or Click for the form

YOUR PRE-COURSE CHECKLIST

Complete your preparation

Use the 10-23 November pre-course period to review the assigned materials and activities.

Check your learning access

Follow the onboarding and eCampus instructions you receive. Contact ITCILO or the secretariat if you need help accessing the course.

Room key collection

International participants may collect room keys on Monday, 23 November from 3pm.
Malaysian participants, keys will be distributed during lunch break on Tuesday, 24 November.

Pack for the programme

Bring comfortable casual business attire. A laptop, charger, notebook and a light layer for air-conditioned rooms are recommended.

Save your contacts

Keep this infokit available on your phone. The secretariat directory 8 has clickable email and phone detail.

Need a specific arrangement?
Please contact the secretariat in advance about accessibility, arrival timing or other support needs.

TRAVEL

Getting to the venue

HILTON KUALA LUMPUR

3 Jalan Stesen Sentral, KL Sentral
50470 Kuala Lumpur, Malaysia

Hotel website KL Sentral map

FROM THE AIRPORT

KLIA Ekspres to KL Sentral

~28 min

From KLIA Terminal 1

~33 min

From KLIA Terminal 2

Regular services run approximately every 20 minutes. Journey times shown are for the regular express service and exclude waiting time and the walk to the hotel.

1. **At KLIA**
   Follow signs for KLIA Ekspres and take the service to KL Sentral.

2. **At KL Sentral**
   Hilton Kuala Lumpur is next to the transport hub. Follow hotel signs or ask station staff for directions.

3. **At Hilton**
   For room-key collection and registration assistance, contact Aznie Atikah or Khazami Mahmud (secretariat).

Check train times and tickets

Late-night services may make additional stops. Check the latest timetable before travelling. Sources: Hilton Kuala Lumpur and KLIA Ekspres; checked 5 November 2026.

ACCOMMODATION & HOUSEKEEPING

Your stay

Please keep these arrangements handy throughout the course.

ROOM-KEY COLLECTION

MONDAY, 23 NOVEMBER

International participants

You may collect your room keys on Monday. Coordinate your arrival with Aznie Atikah or Khazami Mahmud.

TUESDAY, 24 NOVEMBER

Malaysian participants

Room keys will be distributed during the afternoon break on Day 1.

Registration

Aznie Atikah and Khazami Mahmud will assist with participant registration and liaison with Hilton Kuala Lumpur. The registration time and desk location are to be confirmed.

Comfortable business casual

General attire applies to the course. The group photograph will be taken on the morning of Day 1, Tuesday, 24 November.

Parking

RM8 per day, with multiple entries allowed under the course arrangements. Ask the secretariat about the parking procedure.

Checkout & luggage

On Day 3, Thursday, 26 November, checkout is at 12 noon. You may check out early at reception and leave your luggage in your own vehicle or with the secretariat.

YOUR HOTEL CONTACTS

Aznie Atikah and Khazami Mahmud are your contacts for room keys, registration and hotel liaison. Their photos and email addresses are on page 8.

THE LEARNING VENUE

Find your way on Level 7

Grand Suite, Hilton Kuala Lumpur



01 Grand Suite

Main classroom and dialogue sessions.

02 Suites 1-3

Spaces for group work and policy clinics.

03 In-house Foyer

Networking exchanges between sessions.

04 In-house Open Kitchen

Refreshments and breaks.



