

### **Electric Supply**

The standard electric supply in Malaysia is 240 volts, 50 hz. Participants are advised to bring suitable adaptor for laptop / portable computer equipment. Most hotels provide adaptor on request and subject to availability.

### **Water**

Water is generally safe to be consumed from the tap, though boiling prior to consumption is advisable.

### **Lunch and Refreshments**

Lunch during the Conference period from 2 - 4 December 2008 will be provided at **Mawar Room**, Level 2, Putra World Trade Centre and refreshments will be served outside the Plenary Hall.

### **Dinner**

Participants are invited to the Official Dinner on the evening of 2 December 2008.

### **Time Zone**

Malaysia is +8 hours ahead of GMT.

### **Conference Secretariat**

National Security Council  
Prime Minister's Department  
LG and G, West Wing,  
Perdana Putra Building  
Federal Government Administrative Centre  
62502, Putrajaya  
MALAYSIA.

Fax : +603 8888 3051

Email : [amc3\\_secretariat@mkn.gov.my](mailto:amc3_secretariat@mkn.gov.my)

(Operating hours: 1000 - 1800 hours, +8 hours GMT until Conference)

The Conference Secretariat at the Conference venue is located at:

Bilik Kenanga  
Level 2, Putra World Trade Centre  
Kuala Lumpur

(Operating hours: 0745 - 1945 hours during Conference)

\* Participants are encouraged to check the website for additional information.



## APPLICATION FOR PARTICIPATION

### Media Training and Live Coverage of 3<sup>rd</sup> Asian Ministerial Conference on Disaster Risk Reduction Kuala Lumpur, Malaysia 2-4 December 2008

Please type or use capital letters for all entries.

**APPLICANT'S NAME** (Please underline family name)

Please affix a recent  
Passport photograph  
here

**DATE OF BIRTH**

**GENDER**

**FULL POSTAL ADDRESS**

(A) HOME:

TEL:  
E-MAIL:

(B) OFFICE:

TEL:  
FAX:  
E-MAIL:

**NAME AND ADDRESS OF PERSON TO BE NOTIFIED IN AN EMERGENCY**

TEL:  
EMAIL:  
(if available)

**PARTICULARS OF TRAVEL DOCUMENT**

PASSPORT TYPE:

PASSPORT NO:

DATE OF ISSUE:

DATE OF EXPIRY:

PLACE OF ISSUE:

**COMPETENCE IN THE ENGLISH LANGUAGE**

READ			UNDERSTAND			SPEAK			WRITE		
EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR	EXC	GOOD	FAIR

Number of years you have studied English:

**PRESENT POSITION**

(A) NAME AND ADDRESS OF EMPLOYER (Include department or sub-section):  
 E-mail: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

(B) YEARS OF SERVICE: \_\_\_\_\_ FROM: \_\_\_\_\_

(C) TITLE OF POST: \_\_\_\_\_

(D) NUMBER OF YEARS IN PRESENT POST: \_\_\_\_\_

(E) NUMBER OF PROGRAMMES REPORTED/PRODUCED ON DISASTER REDUCTION: \_\_\_\_\_

(F) DESCRIPTION OF YOUR FUNCTIONS AND DIRECT RESPONSIBILITIES:\*

  

(G) PREVIOUS POSITIONS / EXPERIENCE (Briefly describe your professional career):\*

(H) PREVIOUS EXPERIENCE IN LIVE REPORTING

(\*Please use additional sheets if necessary.)

**EXPERIENCE & INTEREST: Please kindly explain your experience and why you are interested in covering disaster risk reduction issues (Not more than 1 page):**

## **CONDITIONS FOR PARTICIPATION**

### **Obligations of Organisers:**

The cost of economy class return ticket for the participants selected.

The cost of appropriate hotel accommodation secured at group rates for the selected participants.

A Memorandum of Understanding will be sent to the selected organisation for signatures, once ABU and UN/ISDR have made the selection of participants.

### **Obligations of the applicant's organisation:**

The applicant's organisation will cover the following expenses:

1. Payment of passport fees, visa charges and any airport departure taxes or travel levies.
2. Travel insurance to and from the venue of the activity. Participants and/or their organisations are strongly recommended to make such arrangements to cover travel risks.
3. Expenses to cover any en-route costs (accommodation, meals, taxis, excess baggage, handling charges, selection of participant etc.) in traveling to and from the conference.

In addition, the applicant's organisation agrees:

- to fully release the participant(s) to attend the conference;
- to give him/her full support for the production of at least 2 news reports;
- to broadcast the live telephone report and the in-depth post-conference report produced by the participant(s) from the conference

### **APPLICANT'S DECLARATION:**

I have read the invitation letter related to the project titled "Media Training and Live Coverage of 3<sup>rd</sup> Asian Ministerial Conference on Disaster Risk Reduction" and I am fully committed to participate in and contribute to the project and the commitments listed below.

1. I shall:

- Be prepared with adequate research and liaise with various organisations working on disaster risk reduction issues (governmental agencies and ministries / NGOs / private sector) in my country;
- Attend the conference;
- Produce one live telephone report at the conference and one in-depth report post-conference

2. I have discussed with the manager / CEO / director of my TV station / video unit and agreed upon all arrangements related to my participation.

3. If I drop out from the workshop or do not complete the programme, I shall return, within two weeks, to ABU all funding paid to me under this project.

4. I accept that the copyright of the programme produced in the framework of the project shall be jointly owned by the ABU, UNISDR and the participating broadcasters.

Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

**Endorsement by employer / official nominating authority:**

The candidate's application has been examined and I nominate him/her as fit to follow this activity. I have also read the conditions listed above, particularly those relating to the obligations of the candidate's organization, and understand and agree to these conditions.

Name of authorized official: .....

Designation: .....

Name of Organization: .....

Official Stamp

**PLEASE SEND APPLICATION TO:**

**ASIA-PACIFIC BROADCASTING UNION**

Phone : 603-2282 3592ext 243 Fax : 603-2282 5292/4606

E-mail: [lisa@abu.org.my](mailto:lisa@abu.org.my)