**PICKUP REQUEST FORM**

**(FROM LOCAL AIRPORT/TRAIN STATION/BUS STATION)**

Please complete this form if you require an pickup service from pickup point (local Airport / Train Station / Bus Station) to Universiti Utara Malaysia (UUM). Please note that the service is only provided for APRC 2017 participants. This service is only available on 24 November 2017 (Friday) between 8.00 am and 10.00 pm. Beside these times, you are advised to contact the APRC 2017 Secretariat.

**Note:** The conference fee include accommodation cost from 24 – 26 November 2017. In case of early arrival and late departure, additional RM8.50 per day charge will apply.

Below are my flight / train / bus details:

|  |  |
| --- | --- |
| Name |  |
| Passport number and nationality |  |
| Departing from (country and city) |  |
| Flight / train / bus number |   |
| Name of airlines / train / bus company |  |
| Departure Date / Time (from Kuala Lumpur or Bangkok) |  |
| Date of Arrival / Arrival time (Malaysian time) |  |
| Pickup Point*(Please choose one)* | Sultan Abdul Halim Airport, Alor Star / Bukit Kayu Hitam Duty Free Complex / Changlun Bus Station / Arau Railway Station |

*\*Please email this completed form along with a copy of your flight / train / bus ticket to* *aprcuum2017@gmail.com*

NOTE:

1. The form must be submitted before **November 10, 2017** or it will not be processed.
2. You will receive a confirmation email within three (3) working days stating that pickup has been arranged for you.
3. If there are changes to your flight / train /bus schedule, please inform us within 48 hours of your departure to Malaysia.
4. The airport pickup service will only be provided at Sultan Abdul Halim Airport, Alor Star – AOR (no pickup service in Hatyai International Airport - HDY)
5. The APRC Secretariat will wait for you at the Arrival Hall Meeting Point at Sultan Abdul Halim Airport, Alor Star; Bukit Kayu Hitam Duty Free Complex; Changlun Bus Station and Arau Railway Station, and will be carrying a sign which reads “**APRC 2017**”.
6. Please note that this service is provided free of charge.