

**INTERNATIONAL CONFERENCE ON AGRICULTURAL EXTENSION**  
**AGREX08**  
**15-19 JUNE 2008**  
**EQUATORIAL HOTEL BANGI-PUTRAJAYA**

***CHECKLIST FOR AGREX08***

<b>NO</b>	<b>MATTER</b>	<b>DETAILS</b>	<b>STATUS (✓ / x)</b>
1.	Official Letter	- Please ensure you had received the AGREX08 official letter	
2.	Flight Ticket	- Make reservation for flight ticket and please inform us your <b>arrival date/time</b> and <b>departure date/time</b> <ul style="list-style-type: none"> <li>• <i>flight ticket is under participant's responsibility</i></li> </ul>	
3.	Accommodation	- Before arrive in Malaysia, please; <ul style="list-style-type: none"> <li>• <i>Make a hotel reservation, and</i></li> <li>• <i>Let us know which hotel you will be stay during AGREX08</i></li> </ul> - The secretariat only provide refreshment, lunch and tea during conference ( 17 <sup>th</sup> – 18 <sup>th</sup> June 2008) <ul style="list-style-type: none"> <li>• <i>Accommodation is under participant's responsibility</i></li> <li>• <i>The Secretariat can assist you to make a hotel reservation</i></li> </ul>	
4.	Transportation	- During the conference, transportation is provided only from: <ul style="list-style-type: none"> <li>• <i>Residence Hotel,</i></li> <li>• <i>Shangri-La Putrajaya Hotel,</i></li> <li>• <i>Marriott Putrajaya Hotel, and;</i></li> <li>• <i>Palace of Golden Horses Hotel to Equatorial Hotel by our secretariat</i></li> </ul> - As you arrive to KLIA, please contact our secretariat to bring you to hotel <ul style="list-style-type: none"> <li>• <i>Kindly to contact the below numbers:</i> <ul style="list-style-type: none"> <li>• + 6012-3807990</li> <li>• + 6012-9264139</li> <li>• + 6013-2551720</li> <li>• + 6012-2519513</li> <li>• + 6017-3484148</li> <li>• + 6016-6773849</li> <li>• + 6012-2711648</li> </ul> </li> </ul>	
5.	Registration Fees	- You are advised to complete the fees <b>before</b> attend this conference or else you can pay at registration counter by <b>15<sup>th</sup> June 2008</b>	
6.	Visit to Sepang, Selangor	- Our secretariat will fetch all the participants who stay at suggested hotel by bus at 7.00 am to Universiti Putra Malaysia <ul style="list-style-type: none"> <li>• <i>Assemble at Dataran Putra, Administration Building Universiti Putra Malaysia at 8.00 am</i></li> </ul>	
7.	Departure Home	- Participant who wants to go to KLIA after the visit (19 <sup>th</sup> June 2008) will be sent by the secretariat <ul style="list-style-type: none"> <li>• <i>Only on request</i></li> </ul>	

**\*\* Secretariat will not bear all expenditure of the participants (flight ticket, accommodation and expenses) during stay in Malaysia.**