Memorandum

AGM Hotel On-line Booking Starts



Thursday 28 February 2013

Dear Members and Continental Confederations

Please find important information on the following:

- 1. AGM Host Hotel / booking online information
- 2. Room Choices
- 3. Online booking instructions
- 4. Travel grant for each Member
- 5. Visa for Malaysia
- 6. Transport airport pick up
- 7. Actions required plan early
- 8. Amended List of Seconders to nominations

Information has been uploaded on the AGM page of the website (<u>linked here</u>). The Delegate Nomination Form can be downloaded from there.

1. AGM Host Hotel / Booking Online Information



- ✓ The BWF has negotiated very good rates for delegates and the hotel has reserved rooms at special prices.
- ✓ There is a range of room choices and prices (see below).
- ✓ An online booking system has been set up for AGM delegates, partners and friends (see below instructions).
- ✓ Members / delegates must book and pay for their own rooms at the Double Tree – AGM Host Hotel.
- ✓ The deadline for this is Friday 19 April 2013.
- ✓ Room prices start at US\$100 nett per room / night (single or double occupancy including breakfast and free WIFI).
- ✓ These special rates are available from 13 May to 30 May so you are welcome to stay longer at the official AGM Host Hotel.

The BWF will reimburse the equivalent of 3 night's accommodation (*Guest Room level only*) in the Official AGM Hotel for one (1) delegate for each Member if the delegate attends the Members Forum (on 17 May) and the AGM (on 18 May). This will be reimbursed with the travel grant for one delegate (see below) after the AGM weekend – and this will be sent to the Member's bank account.



2. Room Choices

Guest Room	RM 310 per night nett (approx. US\$100)	Single or Twin share for 2 people (King bed or 2 single beds) – includes, breakfast for 1 or 2 and free internet access
Deluxe Room	RM 340 per night nett (approx. US\$110)	Same as above – except it has a 'city' view - Single or Twin share for 2 people (King bed or two single beds) – includes, breakfast for 1 or 2 and free internet access.
Executive Room	RM 638 per night nett (approx. US\$206) for Single. RM 685 per night nett for Double (approx. US\$222).	Single or Twin share for 2 people (King bed or two single beds) – includes, breakfast on the Executive Floor, free internet. Access to all the facilities on the Executive Floor.

3. Online Booking Instructions

To book and confirm, you need to have your credit card ready. The hotel holds the amount for your accommodation on your credit card to guarantee the booking confirmation.

- a) Go to this location (link to online booking)
- b) Read the information click on "Book a Room" at the bottom of the page
- c) Step 1 enter your arrival / departure dates / choose number of people / rooms click "Continue".
- d) **Step 2** look at the room choices and prices click on "Select" for the type of room you want (don't click / unclick smoking / non smoking this is step 3)
- e) **Step 3** complete your details add in the "additional comments " box if you want smoking / non-smoking room. *Make sure your email is entered correctly*.
- f) **Step 4** payment the hotel requires a credit card number to confirm the booking enter your credit card details click
- g) Step 5 confirmation this pages gives the confirmation details and cancellation policy.
 The hotel will email you the confirmation slip.

If you have any problems – contact Carrmen Kang at the Double Tree by Hilton in KL – carrmen.kang@hilton.com







4. Travel Grant for Each Member

See our Memo of 11 February for the travel grant each Member has been allocated.

- ✓ Each member must make their own flight bookings and pay for these.
- ✓ After the AGM, BWF will refund to the Member the travel grant allocated to the Member if they attend the *Members Forum* AND the *AGM*.

5. Visa Applications - Visiting Malaysia

Please check with the nearest Malaysian Embassy or Consulate to see whether a visa is required for your delegate(s) to travel to Malaysia.

BWF is negotiating special arrangements with the Malaysian Government for countries where there is no Malaysian Embassy. More details on this will be provided soon.

Please contact Patricia Wong if you require an invitation letter for visa applications p.wong@bwfbadminton.org

6. Airport Pick Up

Delegates will be provided transport from the KL airport to the Double Tree hotel on arrival, and the return trip on departure.

7. Plan Early - Actions Required

- ✓ Select delegate(s) to the AGM as soon as possible
- ✓ Book flights to Kuala Lumpur for your delegate(s)
- ✓ Investigate whether delegate(s) need a visa to enter Malaysia
- ✓ Book rooms at the host hotel
- ✓ Complete and submit the delegates nomination form (attached)

The BWF has attached and uploaded onto the website (<u>linked here</u>) a slightly amended list of those who seconded nominees.

The additional seconders to the list circulated Monday 25 February are:

President (additional seconders)

- ✓ Dr Justian Suhandinata Seconded by Turkish Badminton Federation 20 Feb 2013
- ✓ Poul-Erik Hoyer Larsen Seconded by Chilean Badminton Federation 21 Feb 2013

Deputy President (additional seconders)

- ✓ Paisan Rangsikitpho Seconded by Turkish Badminton Federation 20 Feb 2013
- ✓ Gustavo Salazar Delgardo Seconded by Chilean Badminton Federation 21 Feb 2013

Council (additional seconders)

- ✓ Peter M. Gacheru Seconded by Badminton Association of Thailand 22 Feb 2013
- ✓ Sergey Shakhray Seconded by Badminton Finland 22 Feb 2013

The names of those who have seconded candidates will be published in the Annexure to the Order Paper for the meeting.

Kind regards

Stuart Borrie
Director of Operations **Badminton World Federation**