

ATF 2010 TRAVEX

Media Check List (as at September 2009)



Have you:

- Submitted your application for Media Hosting Programme online?
- Receive an email confirmation of your registration?

**Note: Submission of application is not a confirmation of Hosting. This email is just to acknowledge that your registration has been captured in the system for validation.*

Applicable to Hosted Media Only

- Read through thoroughly the guidelines for hotel and flight bookings upon receiving the official email invitation?
- Informed TRAVEX Secretariat after your confirmation of your flights?
- Been notified of your hotel allocation by January 2009?

Applicable for Non-Hosted Media Only

- Begun to make the necessary bookings for hotels and flights?

**Note: Hotel bookings can be done online at the official website: www.atfbrunei.com*

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- Drafted a Pre-Show report and sent it to TRAVEX Secretariat and the Host Committee?
 - Made the necessary bookings for Pre -Show tours?
 - Find out if you require visa?

**Note: Visa information is available online at the official website: www.atfbrunei.com*