

17th Conference of Commonwealth Education Ministers

Kuala Lumpur, Malaysia

15-19 June 2009

Media Advisory Note

Covering the meeting

Journalists wishing to cover the meeting should complete the attached accreditation form and return it to the Communications and Public Affairs Division, Commonwealth Secretariat in London, UK, by Friday 15 May 2009.

For information and to arrange pre-event media interviews, please contact:

Ms Victoria Holdsworth

Tel: +44 (0)20 7747 6383

Mobile +44 789459 3520

Fax: +44 (0)20 7839 9081

E-mail: v.holdsworth@commonwealth.int

Accreditation

Media representatives wishing to cover the 17 Conference of Commonwealth Education Ministers must be accredited in order to have access to the meeting venue and facilities. Applications for accreditation must be made on the attached form, or copies made from it. Two passport sized photographs must be included with the application.

Applications must be accompanied by a hardcopy letter on an original company letterhead, indicating your role, signed by your editor, and confirming the applicant has been assigned to cover 17CCEM in June 2009.

<p>London Completed applications should be sent to:</p> <p>Ms Victoria Holdsworth Communications and Public Affairs Division Commonwealth Secretariat Marlborough House London SW1Y 5HX United Kingdom</p> <p>By 15 May 2009</p>	<p>Kuala Lumpur Representatives of media organisations based in Malaysia are advised to submit their applications to:</p> <p>Ms Rubaaya Osman Email: rubaayah.osman@bdpk.moe.gov.my Tel: (603) 8884-6222, (603) 8884-6271 Fax: (603) 8889-3698</p>
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Immigration: All persons entering Malaysia are required to have a valid passport, visa and a return airline ticket.

Accommodation: Media representatives are responsible for their own accommodation; that is, each person must make his/her own reservation, and is responsible for all charges pertaining to accommodation.

Medical Arrangements: Media personnel should make appropriate arrangements for insurance to cover emergency medical, surgical and hospital expenses.



**17th Conference of Commonwealth Education Ministers
ACCREDITATION FORM FOR NON-MALAYSIAN
JOURNALISTS**

Last Name: _____ First Name: _____

News organisation and Position: _____

Address: _____

Contact or Mailing Address (*if different from above*): _____

Telephone: _____ Mobile/cellular: _____

Fax: _____ E-mail: _____

Category: Producer Journalist Photographer Camera Operator
 Technician Other (specify)

Signature: _____

For non-residents of Malaysia

Date of Birth: _____ Place of Birth: _____

Passport Number: _____ Country of Birth: _____

Date of arrival and flight number: _____

Date of departure and flight number: _____