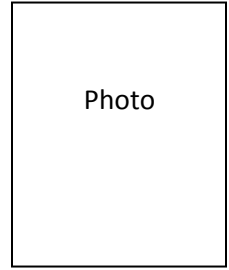




# MEDIA REGISTRATION FORM



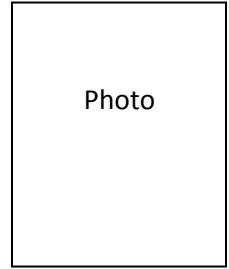
Full Name: \_\_\_\_\_  
 IC/Passport No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 Media Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Nationality: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_  
 Email: \_\_\_\_\_



Gender: M / F T-Shirt Size:  M  L  XL  2XL  3XL

### EMERGENCY CONTACT INFORMATION

Blood Group: \_\_\_\_\_  
 Any illness to Declare: \_\_\_\_\_  
 Person to contact in case of emergency: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_ Relationship: \_\_\_\_\_



### MEDIA CLASSIFICATION

Please (✓) tick all classifications that apply

- |                                       |                                   |                                     |   |   |
|---------------------------------------|-----------------------------------|-------------------------------------|---|---|
| <input type="checkbox"/> Newspaper    | <input type="checkbox"/> Magazine | <input type="checkbox"/> Television | <input type="checkbox"/> Radio            | <input type="checkbox"/> Editor         |
| <input type="checkbox"/> Staff Writer | <input type="checkbox"/> Reporter | <input type="checkbox"/> Publisher  | <input type="checkbox"/> Freelance Writer | <input type="checkbox"/> Technical Crew |

Media Coverage: \_\_\_\_\_  
 \_\_\_\_\_  
*\*Please state the pre or post event media coverage that will be provided*

### Media Registration Terms & Conditions

I hereby confirm that I have read and agree to abide to the media registration terms and conditions depicted at the back page of this registration form.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE



**North Borneo Explorer Sdn Bhd**  
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 88000 Kota Kinabalu, Sabah, Malaysia.  
 Tel: +6088-254187 Fax: +6088-250223  
 Email: [northborneoexplorer@gmail.com](mailto:northborneoexplorer@gmail.com)  
 Website: [transborneo.net](http://transborneo.net)  
 Contact person: Anuar Ghani (+6016-8811725)



## Media Registration Terms & Conditions

Only fully completed registration forms will be accepted. To be able to register as a media representative, you must be at least 18 years old. You may be asked to present an official identity card stating your age. There is no registration fee for accredited media representatives.

To be accredited as media representative, you must submit the following:

1. **PRINT JOURNALIST – NEWSPAPER OR MAGAZINE**
  - a) Copies of three (3) articles that have been published by a recognized media outlet that you have written, with your byline on the article. Do not send WORD documents – we require copies of the original published article. If these articles are published online, you may send the complete URL rather than hard copies of the article; AND
  - b) A letter from your editor (on the official letterhead of your organization) stating that he or she supports your application and that you have been assigned to cover the conference; AND
  - c) A copy of your press card. If you do not have a press card, your editor must state this clearly in the above letter.
2. **BROADCAST JOURNALIST & FILM-MAKERS**
  - a) Audio or video files of three broadcast programmes you have worked on – you must upload a maximum of one minute of this file, which includes the section with your name on it. If this file is published online, you may send the complete URL rather than upload the film. If you are unable to upload the audio/video files, please send a CD ROM with the recordings to NORTH BORNEO EXPLORER SDN BHD; AND
  - b) A letter from your editor (on the official letterhead of your organization) stating that he or she supports your application and that you have been assigned to cover the event; AND
  - c) A copy of your press card. If you do not have a press card, your editor must state this clearly in the above letter.
3. **INTERNET JOURNALIST (OFFICIAL NEWS WEBSITE)**
  - a) The complete URL's of three (3) articles, you have written that have been published by a recognized media outlet, with your byline on the article; AND
  - b) A letter from your editor (on the official letterhead of your organization) stating that he or she supports your application and that you have been assigned to cover the conference; AND
  - c) A copy of your press cards. If you do not have a press card, your editor must state this clearly in the above letter.
4. **BLOGGERS**
  - a) This category will be marked on the quality and relevance of links provided. Being published on a blog does not automatically grant media accreditation.
  - b) The complete URL's of three blog posts you have written in 2016/2017; AND
  - c) A letter from your organization stating that they support your application and that you have been assigned to cover the event for their blog; AND
  - d) A copy of your press card. If you do not have a press card, your editor must state this clearly in the above letter.

All submitted credentials will be thoroughly checked and verified by NORTH BORNEO EXPLORER SDN BHD and additional credentials may be requested before accreditation is approved. You should therefore allow 7 to 14 days processing time before you receive confirmation of your registration. NORTH BORNEO EXPLORER SDN BHD cannot take responsibility for delays or delivery failure of supporting documentation.

Each media house is granted a maximum of two media registrations except where the media house is able to justify in writing why they require more than two registrations.

The number of media registrations for small newsletters (with a circulation of under 15,000) is limited to one person per organization, unless additional media registrations are justified in writing.

Your media registration will only be processed upon receipt of the fully completed registration form and verification of the above mentioned credentials. As the number of media registrations is limited, NORTH BORNEO EXPLORER SDN BHD reserves the right to refuse applications.

The registration for media representatives includes entry to all event sessions, the exhibition and poster area, the opening and closing session and the media centre. An event bag and event materials are also included. All event bags and event materials will be distributed onsite. Event bags and event material will not be mailed to media representatives.

### **REGISTRATION CONFIRMATION**

A registration confirmation will be sent by email after NORTH BORNEO EXPLORER SDN BHD has received the fully completed registration form, the related payment (if applicable) and the applicant's media credentials have been verified and confirmed. Media representatives may be requested to present this registration confirmation at the registration counter as proof of their registration.

Please note that access to the media centre may be refused without this identification.

### **REGISTRATION NAME CHANGE**

A name changed to an existing media registration is not possible. The granted media registration must be cancelled and the new media representative must register and submit the required documents.

### **CANCELLATION POLICY**

Notification of cancellation must be made in writing and sent to NORTH BORNEO EXPLORER SDN BHD. The cancellation will not be effective until a written acknowledgement from NORTH BORNEO EXPLORER SDN BHD is received.

### **CANCELLATION OF EVENT**

In the event that the event cannot be held or is postponed due to events beyond the control of the organizers (force majeure) or due to events which are not attributable to wrongful intent or gross negligence of the organizers, the organizers cannot be held liable by media representatives for any damages, costs, or losses incurred, such as transportation costs, accommodation costs, costs for additional orders, financial losses, etc.

### **MODIFICATIONS OF PROGRAMME**

The event organizers reserve the right to modify the programme, which is published as an indication only.

### **LOST NAME BADGE**

The event name badge must be worn at all times during the event. Access to the showground and event facilities will not be granted without a proper name badge. If a media representative loses, misplaces or forgets the name badge, a handling fee of RM50.00 will be charged for a new name badge.

### **LETTER OF INVITATION**

Individuals requiring an official Letter of Invitation from the organizing committee can request one by contacting NORTH BORNEO EXPLORER SDN BHD. To receive a Letter of Invitation, media representatives must first register to the event and submit any required supporting documentation (if applicable).

The Letter of Invitation does not financially obligate the event organizers in any way. All expenses incurred in relation to the conference are the sole responsibility of the media representative unless stated.

### **VISA REQUIREMENTS**

It is the sole responsibility of the participant to take care of his/her visa requirements. Participants who require an entry visa must allow sufficient time for the application procedure. Participants should contact the nearest Malaysia embassy or consulate to determine the appropriate timing of their visa applications.

### **LIABILITY/INDEMNITY**

The participant agrees to abide by the instruction of the organizers and/or any of his appointed officials. The participant further understands that he/she participates in this event at his own accord and will not claim or hold the organizers, Sponsors, and/or its committee members liable for any mishap that may occur to he/she throughout the event. Failure to comply with any instruction from the organizers and/or his appointed official may result in immediate dismissal from the event. Any comment on the event should be communicated to the organizers and/or his/her appointed officials.