

At Your Service

Guidelines for THE 18TH ASF

Dear Delegates:

Welcome to Tainan, Taiwan for the 18th ASF Annual General Meeting 25-27 May 2009. We would like to highlight the following points for your information and easy reference:

1. **Conference Bag**

A 18th ASF Registration Counter will be set up at lobby of the Evergreen Plaza Hotel. Upon registration, each Delegate will receive a Conference Bag containing:

- i) The 18th ASF Discussion Folder and Album.
- ii) The Delegate's ID Card including accompanying persons'.
- iii) Invitation Cards to the Dinner on 25/5 and 26/5.
- iv) The 18th ASF Outlines of Activities.
- v) The diagram of the Evergreen plaza Hotel and Far Eastern Plaza Hotel.

2. **Dress Code**

The dress code is Jacket with no tie during the entire Forum and casual for the Tour and Golf.

3. **ID Card**

All Delegates and Accompanying Persons are kindly requested to wear ID Card on all occasions for easy identification.

4. **Transport to Far Eastern Plaza Hotel**

From Evergreen Plaza Hotel, each Association's delegates

will be assigned a specific Coach to take to Far Eastern Plaza Hotel for joining the welcome reception and dinner co-host by Chairman of U-Ming Marine Transport Corp. Mr. Douglas Hsu on 25/5/09. The Coaches will be assigned as follows:

- Coach A : ASF-PO-3, Round Table-7, ASA-4, CSA-12,
FASA-MASA-3,
- Coach B : FASA-1, INSA-2
FASA-INS-2, FASA-SSA-20, FASA-TSA-5
- Coach C : FASA-FSA-10, FASA-VSA-19
- Coach D : JSA-17, KSA-14
- Coach E : HKSOA-14, NACS-16

To minimize any delays, the secretary of each Association will be kindly requested to assist in identifying his own Association's delegates and Accompanying Persons, and ensuring that they have their ID Card with them before they board the correct coach.

All Coaches for the Far Eastern Plaza Hotel will be parked in front of the Evergreen Plaza Hotel and depart at 1800 hrs on 25th May 2009. The return schedule will be around 2030 hrs to 2100 hrs.

5. Round Table Seminar

There will be a Round Table Seminar at 1550 hrs on 26th May 2009 at B1 Cheers of Evergreen Plaza Hotel. All delegates are invited to attend the Seminar with Free Seat Arrangement except Chairman Kenneth Koo and ASF Chairman Arnold Wang, ASF Secretary General Wang Cheng and the Round Table Group.

6. THE 18th ASF AGM SECRETARIAT OFFICE

If there is anything that we can do to assist you, please do not hesitate to contact us at 1st Floor Lobby of THE 18th ASF AGM SECRETARIAT OFFICE, or after office hour Cell Phone No.

0930898497 is always at your service.

We wish all of you have a pleasant stay in Tainan, Taiwan.

The 18th ASF AGM Secretariat Office

Bob Hsu

25-27 May 2009