

FLYER 4



2014 KOTA KINABALU ROTARY INSTITUTE
(www.2014kotakinabalurotaryinstitute.org)
(November 19 - 23, 2014)

My dear Fellow Rotarians,

ENTER WEBSITE TO CHECK REGISTRANT'S LIST

As you know, we have gone 'high tech' and positively trying 'to conserve the environment' , namely utilizing ON-LINE registration. We realize this is a 'risk' we are taking as this is probably the first time the Rotary Institute in our zone is doing this.

Despite receiving the 'acknowledgement receipts', some are still wondering whether their names have been registered or not and/or what events they have registered for. In this respect, we strongly advise that they go to our website and click on '**Register Now**' . Then click '**Registrants Records**' and you will get all the details of your registration.

I have also received emails asking about the fees for each event. Again, please do go to our website and click on '**REGISTER NOW**' and fill up the form accordingly. You will be automatically provided the exact fees for each event as you continue with the registration, at the end of which - if your payment is successful - you will be given an acknowledgement receipt. It is as simple as that !

However, despite the few glitches, I am happy to note that generally we have received excellent response and praise for the ON-LINE registration. Delegates who have registered find the ON-LINE registration so much more convenient and easy to use.

PLEDGES

While we are at Registration, we would like to remind all our Promotion and Country Chairs about their pledges at the Taipei Institute. Please do try to get your respective delegates to register early. As you are all aware, the work load gets heavier if we are suddenly overwhelmed by a deluge of registration at the last minute. Chances are mistakes will occur and cause unnecessary emotional strain. So, I am pleading on behalf of my organizing committee, to please encourage your delegates to register NOW on-line.

Just a word of caution, we have realized that there are scammers out there who are trying to 'cash in' on our registration. Please be careful and use only the on-line registration in our website and not from any other source or links.

HOTEL BOOKINGS ON-LINE

Registration for the two hotels - Pacific Sutera and Magellan Resort - is also ON-LINE. Again, please go to our website, click on '**Register Now**' and then on '**HOTEL BOOKING**'. Please fill up the form accordingly. You have an excellent opportunity to browse through the facilities offered by the hotels before finalizing your choice.

As a guide, all PRE-INSTITUTE events(GETS, GNTS, DTTS, RRFS) will be held at the Magellan Resort, including the Opening Ceremony, Welcome Banquet, International Night and Closing Ceremony.

The Pacific Sutera Hotel will host all the Rotary Institute plenary sessions, including the various workshops.

However, the distance between the two hotels is a mere 10 minutes walk along the scenic (paved) seashore/marina bay. The hotels also provide regular shuttle services to and fro.

Just a reminder that all hotel bookings will only be for REGISTERED DELEGATES. The Sutera Resort will provide us with a list of all the hotel bookings, which we will cross-check with our registration list to confirm the names of the delegates. This is necessary because of the special rates given to us, well below the existing rates for normal bookings and travel agencies.

We would also like to remind you that we have **only LIMITED** hotel rooms. Your urgent attention is needed to ensure you get the rooms of your choice. The hotel also requires your arrival and departure dates in order to process your bookings.

Please contact the hotel to check or confirm your reservation at:

- * reservation.mice@suterharbour.com.my
- * [OR reservation.whis@suteraharbour.com.my](mailto:reservation.whis@suteraharbour.com.my)
- * [OR winterlyn.d@suteraharbour.com.my](mailto:winterlyn.d@suteraharbour.com.my)
- * [OR hasnaffina.hassnar@suteraharbour.com.my](mailto:hasnaffina.hassnar@suteraharbour.com.my)

CONVENER VISIT

A reminder of the Convener's second visit on August 1- 3: If you are planning to attend the meeting, please inform us as soon as possible. We need to reserve the rooms for you either at Pacific Sutera Hotel or Magellan Resort as soon as possible. Your flight details would also be appreciated.

EARLY BIRD REGISTRATION VIA INVOICE

We realized there were some 'teething problems' with the early bird registrations carried out in Taipei. Please be assured and do assure all concerned that the early birds registrants will not lose their status. However, as I have mentioned earlier, we have **not been able** to make use of the credit cards provided in the forms (even with the '3-digit cvc number'). Therefore we have advised our on-line registration server NEUDIMENXION.COM, to send the early bird delegates an invoice for payment. Please click the invoice 'pay now' as soon as you ascertain the correct amount for the events you have registered. Any unnecessary delay will cause the invoice to become invalidated for security reason.

Some of the delegates had their payment 'failed' because of **(a) delaying the response to the invoice; (b) their credit cards were not accepted for payment.**

All early bird registrants (as well as other Registered delegates) should check their status at the 'Overall Listing' for Registrants in the website. Please click on 'Register Now' to access the 'Registration Records'. If your name under "Payment Mode" is listed as 'Confirmed Pending Payment', then it is imperative that all the payment be settled as soon as possible so that the committee can make arrangements for the gifts.

ORGANIZING COMMITTEE MEETINGS

The Organizing committee has been having series of meetings to prepare for the Institute. From April 22, each committee will be required to report based on an agreed reporting format, which is a 'check-list' of what has been done and what needs to be done. We are all looking forward to 'smooth sailing' with as little turbulence as possible.



VIDEO ON ROTARY INSTITUTE PROMOTION

If you are looking for a video to promote the 2014 Kota Kinabalu Rotary Institute(KKRI), please go to the website and click on the Institute Chairman's message. You may use the video to promote the KKRI at your District Conference or when visiting clubs to talk about the Institute.

ADVERTISEMENTS

We humbly ask again for your kind cooperation and assistance to solicit advertisements for our souvenir magazine. Please print out the attached form and encourage corporations to advertise to local and international audience.

Until then, thank you all, good Rotarians, for your cooperation and wonderful help in promoting the 2014 Kota Kinabalu Rotary Institute.

Yours in Rotary,

PDG Edward Sung Burongoh

Institute Chairman

(April 2014)