
ORGANISING A PACKAGE FOR PPM

BY
MAIMUNAH KADIR & HASBULLAH
ATAN

-
- ❑ Initiate a programme eg. dates, duration, city tour, direct or indirect flight and types of accommodation

 - ❑ Discussion with agent
 - ❑ **Quotation & revised quotation based on minimum no. of participants**
 - ❑ **Weeks or months to finalise deal**
 - ❑ **Final quotation received from agent**
-

-
- Approval from Council Members
 - **meeting or email**

 - Info on package distributed to members by email, fax or Berita PPM

 - Info about package up on PPM's website
-

■ **Registration of participants & payment**

- ❑ **Received application forms from members & non-members**
 - ❑ **Prepare list of participants**
 - ❑ **Record payment for deposit**
 - ❑ **Constant monitoring and communication regarding payment**
 - ❑ **Dealing with last minute registration**
 - ❑ **Constant communication with Treasurer & agent**
-

Accommodation & Programme

- ❑ Prepare list of names of participant including passport no., expiry of passport, email address, mobile no., designation, institution etc
 - ❑ Prepare accommodation list
 - ❑ If visa is required prepare visa form and gather passports to be handed to agent
 - ❑ Connecting domestic flights
 - ❑ Return date different from group
-

Departure

- ❑ Assemble time at KLIA
- ❑ Distribution of brochure & small travel bag & receipts
- ❑ Collect passport for Group check-in

Arrival at Destination

- ❑ Local Tourist Guide & Coach Transfer
 - ❑ Sightseeing & Check-in
 - ❑ Lunches & Dinners
-

Depart for Home

- ❑ Late check-out?
 - ❑ Transfer to airport
 - ❑ Tips for drivers and Tour guide
 - ❑ Check-in at airport
 - ❑ **Excess baggage**
 - ❑ **One hand luggage only**
-

SOME MEMORABLE PACKAGES

CONSAL 2003 DI BRUNEI



ICADL 2004, SHANGHAI



KESESAKAN PAGI DALAM TEREN KE LOKASI ICADL DI SHANGHAI



GUA MULU 2004



DALAM PESAWAT KECIL KE MULU. MACAM DALAM BAS AJER....



LAWATAN KE PERPUSTAKAAN MIRI DALAM PERJALANAN KE MULU



TAMAN NEGARA 2004



PEMBUKAAN IFLA 2003 DI BEUNOS AIRES



LAWATAN PERPUSTAKAAN SEMASA IFLA BEUNOS AIRES



PROGRAM SAMPINGAN ...DALAM PERJALANAN KE URUGUAY



**SINGGAH DI CAPE TOWN DALAM
PERJALANAN KE ARGENTINA...BUKAN
MUDAH UNTUK SAMPAI KE CAPE OF GOOD
HOPE....THANK YOU PPM!!**



DAN YANG KURANG BERNASIB BAIK....



IFLA 2005 DI OSLO



IFLA TERAKHIR UNTUK PUAN KU DAN PUAN PREM?



DELEGASI PPM BERSAMA ORANG KUAT LAS DI LAS GOLDEN JUBILEE DINNER



PROGRAM SAMPINGAN DI PERSIDANGAN LAS/PPM

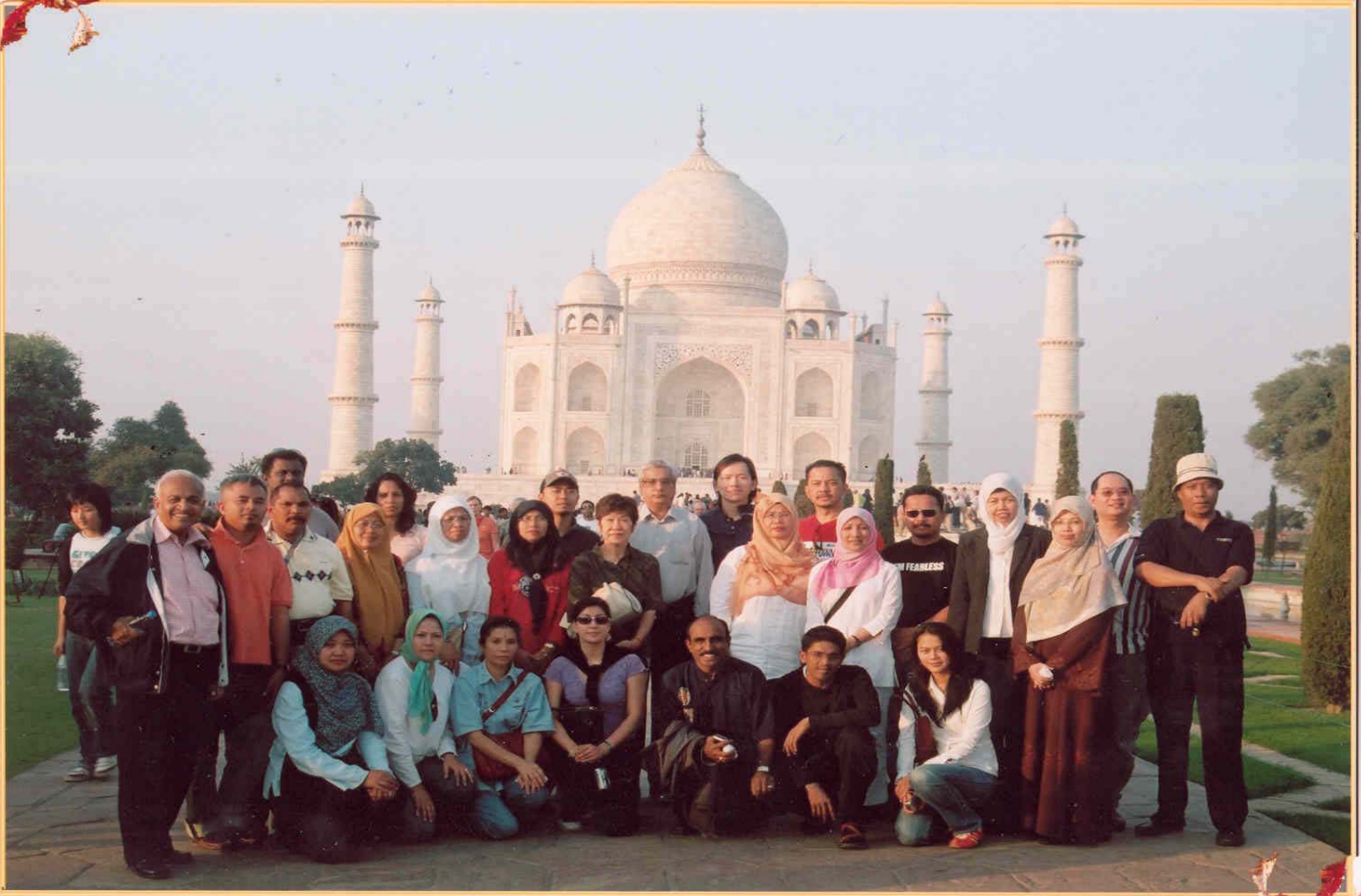


SINGGAH DI PSZ DALAM PERJALANAN PULANG



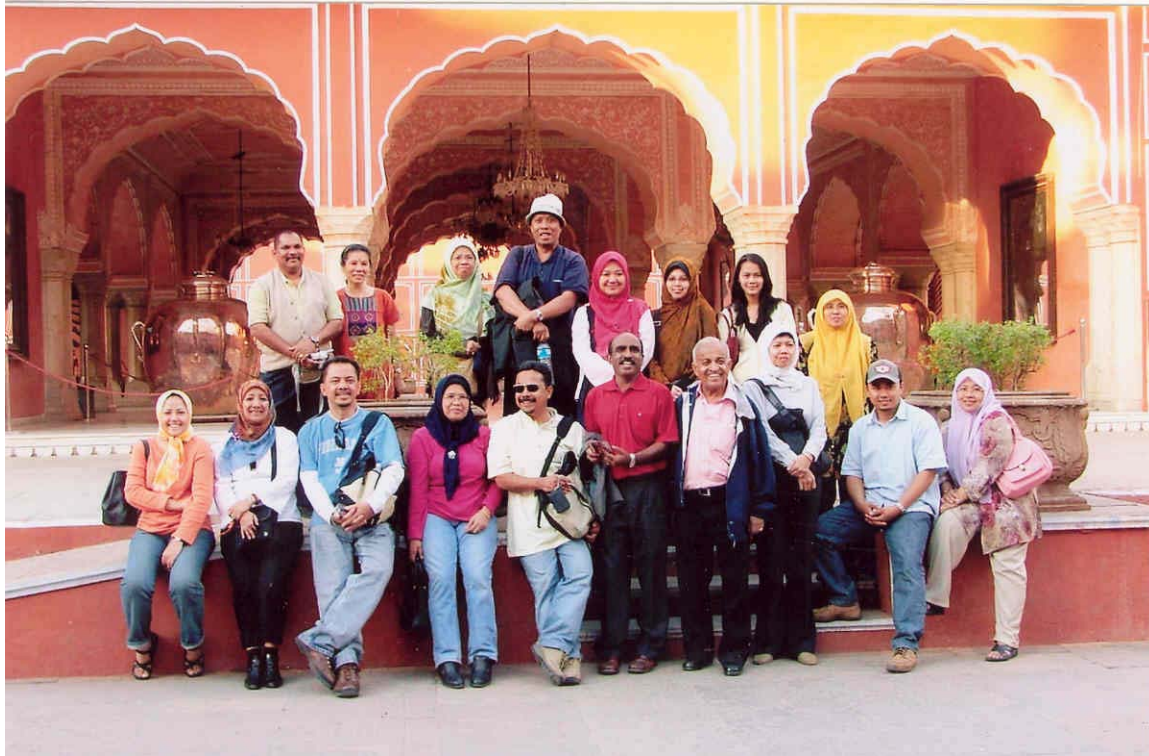
Pesta Buku New Delhi 2006

MEMORABLE MOMENTS WITH TAJ DATED 31-01-2006



MEMORABLE MOMENTS WITH TAJ DATED 31-01-2006

Singgah di Jaipur dalam perjalanan ke Agra (Taj Mahal)



Diraikan dalam “garden party” oleh Narosa Publisher



THANK YOU
