



Australia Bangladesh Brunei Hong Kong India Indonesia Japan Korea Macau

FEDERATION OF ASIA – PACIFIC AIRCARGO ASSOCIATIONS (FAPAA)

Malaysia New Zealand Nepal Philippines Singapore SriLanka Taiwan Thailand

The 35th FAPAA Executive Council Meeting

Shinagawa Prince Hotel, 24 – 26 April 2008

Hosted by Japan Air cargo Forwarders Association (JAFA)

Welcome to Japan – Event Information Sheet

Thursday April 24, 2008

Welcome Cocktail Reception

Registration : 18:00 (Delegate may pay the registration fee and pick up the conference bag at the Registration desk)
Time : 18:00 – 20:00
Venue : Naeba Room, 28th Flr., Main Tower, Shinagawa Prince Hotel
Dress : Casual/National Dress
Attendees : Delegates / JAFA members / Observers / Partners
Meal : Light meal (Vegetarian meal is also available)

Friday April 25, 2008

Day 1 Meeting

Time : 08:30 Registration (**Opening Ceremony at 09:00 and ECM at 10:00**)
Venue : Karuizawa Room, 24th Flr., Main Tower, Shinagawa Prince Hotel
Dress : Business Attire/National Dress
Attendees : Council Delegates / Alternates / Observers / Guests

Morning Tea : 10:25 – 10:45
ECM cont. : 10:45 – 12:30

Luncheon (Buffet – Western and regional Asian dishes)

Time : 12:30 – 13:30
Venue : 24th Flr., Main Tower, Shinagawa Prince Hotel
Attendees : Council Delegates / Alternates / Observers

ECM cont. : 13:30 – 15:00
Afternoon Tea : 15:30 – 15:50
ECM cont. : 15:50 – 16:40

Pre-Dinner Drinks / Gala Dinner

Time : 18:30 – 19:00 Pre-Dinner Drink
 : 19:00 – 21:00 Dinner
Venue : Hakone Room, 22nd Flr., Main Tower, Shinagawa Prince Hotel
Dress : Smart Casual/National Dress
Attendees : Delegates / JAFA Board members / Guests / Partners / Observers
Meal : Buffet - Western dishes (Vegetarian meal is also available)

Saturday April 26, 2008

Day 2 Meeting (AGM at 14:30 and Press release 15:00 – 15:30)

Time : 09:00
Venue : Karuizawa Room, 24th Flr., Main Tower, Shinagawa Prince Hotel
Dress : Business Attire/National Dress
Attendees : Council Delegates / Alternates / Observers / Guests

Morning Tea : 10:20 – 10:45
ECM cont. : 10:45 – 13:30

Luncheon (Buffet – Chinese dishes)

Time : 13:30 – 14:30
Venue : Shinagawa Dai-Han-Ten 4th Flr., Main Tower, Shinagawa Prince Hotel
Attendees : Council Delegates / Alternates / Observers / Guests

AGM cont. : 14:30 – 15:00
Afternoon Tea : 15:00 – 15:30