



28TH ASIAN AND PACIFIC CONFERENCE OF
CORRECTIONAL ADMINISTRATORS
LANGKAWI, MALAYSIA 23 - 28 NOVEMBER 2008



REGISTRATION SUMMARY

EVERY PARTICIPATING COUNTRY/AREA IS ONLY REQUIRED TO SUBMIT
ONE COPY OF THE REGISTRATION SUMMARY

PLEASE COMPLETE AND RETURN THIS REGISTRATION FORM BY FAX, EMAIL OR POST TO THE ORGANIZING COMMITTEE
FOR 28TH APCCA BY 30 JULY 2008.

ORGANIZING COMMITTEE FOR 28TH APCCA

MALAYSIAN PRISONS DEPARTMENT,
PRISON HEADQUARTERS,
43000 KAJANG, SELANGOR,
MALAYSIA.

PHONE : 603-87328000
FAX : 603-87340545
EMAIL : apcca2008@prison.gov.my
WEBSITE : <http://www.prison.gov.my/apcca>

PARTICULARS OF DELEGATION

NAME OF COUNTRY/AREA:		
TOTAL NO. OF DELEGATES:		
HEAD OF DELEGATION	NAME :	
	POSITION :	
MAIN CONTACT PERSON	NAME :	
	POSITION :	
PHONE :	FAX :	EMAIL :

FLIGHT SCHEDULE

ARRIVAL	DATE:
	TIME:
	AIRLINE/FLIGHT NUMBER:
DEPARTURE	DATE:
	TIME:
	AIRLINE/FLIGHT NUMBER:

REMARKS (IF DELEGATES ARRIVING AND/OR DEPARTING AT DIFFERENT TIMES):



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FORM 1-B

By 30 July 2008



REGISTRATION FORM

PLEASE DUPLICATE EXTRA COPIES OF THE REGISTRATION FORM
IF THERE ARE MORE THAN ONE DELEGATE FROM YOUR COUNTRY/AREA.

PERSONAL PARTICULARS (PLEASE PRINT CLEARLY)

PLEASE AFFIX A PASSPORT SIZE PHOTO 3.75CM WIDE BY 5CM HIGH FOR PRODUCTION OF NAME BADGE	FIRST NAME	
	LAST NAME	
	NAME TO BE PRINTED ON BADGE	
	POSITION	
	NAME OF ORGANIZATION	
	COUNTRY/AREA	
	CORRESPONDENCE ADDRESS	
	HEALTH STATUS	
PHONE NO.	FAX NO.	EMAIL :

SPOUSE INFORMATION (IF ATTENDING)

SPOUSE PHOTO PLEASE AFFIX A PASSPORT SIZE PHOTO 3.75CM WIDE BY 5CM HIGH FOR PRODUCTION OF NAME BADGE	FIRST NAME	
	LAST NAME	
	NAME TO BE PRINTED ON BADGE	
	HEALTH STATUS	

ATTENDANCE FOR BREAKOUT GROUP SESSIONS ON AGENDA ITEMS 2 - 4

PLEASE INDICATE THE BREAKOUT GROUP YOU WOULD LIKE TO ATTEND:

- BREAKOUT GROUP 1 : BALANCING PRISON MANAGEMENT WITH THE INCREASED SCRUTINY OF CORRECTION BY EXTERNAL BODIES.
- BREAKOUT GROUP 2 : BEST PRACTICES IN REHABILITATION FOR WOMEN AND OTHER SPECIAL GROUPS OF PRISONERS.
- BREAKOUT GROUP 3 : ENGAGING FAMILIES AND COMMUNITIES IN THE REHABILITATIVE PROCESS (INCLUDING RESTORATIVE JUSTICE APPROACHES).

NOTE: SESSIONS OF AGENDA ITEMS 2 - 4 WILL BE HELD CONCURRENTLY. (I.E. SAME TIME AND DATE BUT DIFFERENT LOCATIONS)

ATTENDANCE FOR SPECIALIST WORKSHOPS

PLEASE INDICATE THE WORKSHOP YOU WOULD LIKE TO ATTEND:

- WORKSHOPS 1 : DEVELOPING CORRECTIONAL STANDARDS THAT REFLECT INTERNATIONAL AND REGIONAL BEST PRACTICE.
- WORKSHOPS 2 : DESIGNING PRISON TO PROMOTE EFFECTIVE REHABILITATION AND ENVIRONMENTAL SUSTAINABILITY.
- WORKSHOPS 3 : BUILDING CAPACITY THROUGH THE RECRUITMENT, MANAGEMENT AND RETENTION OF TALENT AND THROUGH SUCCESSION PLANNING.

NOTE: ALL THREE WORKSHOPS WILL BE HELD CONCURRENTLY. (I.E. SAME TIME AND DATE BUT DIFFERENT LOCATIONS)

REMARK: PLEASE INDICATE IF YOU HAVE DIETARY REQUIREMENT:

VEGETARIAN:

NO SEAFOOD:

NO BEEF:

OTHERS:



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DATA COLLECTION FORM

As part of the preparations for the 28th Asian and Pacific Conference of Correctional Administrators to be held in Langkawi, Malaysia from 23 - 28 November 2008, correctional administrators in the region are requested to complete this form and return it by fax or email to the APCCA Organizing Committee. If relevant, please include figures for all forms of prison/correctional institution: local, provincial, national, etc. Nations unable to attend the conference are nevertheless requested to complete and return this form. The results of this data collection will be presented to delegates at the conference and will also be incorporated in the conference report to be circulated to all correctional administrators in the region. As far as possible, the statistics supplied refer to the data as of 30 June 2008.

ADMINISTRATOR'S DETAILS	
NAME OF COUNTRY (OR STATE):	
PERSON COMPLETING THIS FORM	NAME :
	RANK :
PHONE :	FAX : EMAIL :
STATISTICS	
TOTAL NUMBER OF PRISONERS ON (DD/MM/YY) :	
BREAKDOWN BY GENDER	MALE :
	FEMALE :
BREAKDOWN BY DETENTION STATUS	UNDER SENTENCE :
	ON REMAND :
BREAKDOWN BY NATIONALITY	LOCAL PRISONERS/INMATES :
	FOREIGN NATIONALS/NON-LOCALS :
TOTAL POPULATION OF COUNTRY (OR STATE) :	
TOTAL NUMBER OF FULL TIME (OR EQUIVALENT) STAFF WORKING IN PRISONS/CORRECTIONAL INSTITUTIONS: (IT IS SUGGESTED THAT ALL CATEGORIES OF STAFF IN PRISONS/CORRECTIONAL INSTITUTIONS BE INCLUDED, BUT THOSE WORKING IN HEADQUARTERS AND TRAINING COLLEGES BE EXCLUDED.)	
TOTAL NUMBER OF FULL TIME (OR EQUIVALENT) CUSTODIAL STAFF WORKING IN PRISONS/CORRECTIONAL INSTITUTIONS WHO ARE INVOLVED IN DIRECT CUSTODIAL INMATE SUPERVISION (I.E., EXCLUDING OTHER SUPPORTING STAFF LIKE MEDICAL DOCTORS, PSYCHOLOGISTS, TEACHERS, CLERICAL STAFF, CIVILIAN PERSONNEL, ETC.)	
IF RELEVANT, PLEASE INDICATE:	
NUMBER OF PERSONS SERVING COMMUNITY-BASED SUPERVISED SENTENCE IMPOSED BY THE COURTS AS AN ALTERNATIVE TO IMPRISONMENT/CUSTODIAL SENTENCE. (SUCH AS PROBATION, COMMUNITY SERVICE ORDER AND HOME DETENTION/ELECTRONIC MONITORING)	
NUMBER OF PERSONS SUBJECT TO A SUPERVISED ORDER UPON RELEASE FROM A PRISONS/CUSTODIAL SENTENCE. (SUCH AS PAROLE OR HOME DETENTION/ELECTRONIC MONITORING)	
PLEASE RETURN THIS COMPLETED FORM BY 30 JULY 2008 TO: ORGANIZING COMMITTEE FOR 28TH APCCA , MALAYSIAN PRISONS DEPARTMENT, PRISON HEADQUARTERS, BUKIT WIRA, 43000 KAJANG, SELANGOR, MALAYSIA. PHONE: + 603-87328000, FAX: +603-87340545, EMAIL: apcca2008@prison.gov.my , WEBSITE: http://www.prison.gov.my/apcca	



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HOTEL RESERVATION FORM

RESERVATION DETAILS																					
HOTEL PREFERRED	<input type="radio"/> MERITUS PELANGI BEACH RESORT & SPA																				
	ROOM TYPE PREFERRED	<input type="radio"/> DELUXE LAKE VIEW/ POOL VIEW			<input type="radio"/> TWIN SHARING - (USD 128.00NETT)																
		<input type="radio"/> SINGLE OCCUPANCY - (USD 118.00NETT)																			
		<input type="radio"/> DELUXE SEA-FACING			<input type="radio"/> TWIN SHARING - (USD 160.00NETT)																
		<input type="radio"/> SINGLE OCCUPANCY - (USD 150.00NETT)																			
	<input type="radio"/> MERITUS CLUB			<input type="radio"/> SINGLE/DOUBLE - (USD 240.00NETT)																	
	<input type="radio"/> PELANGI SUITE			<input type="radio"/> SINGLE/DOUBLE - (USD 288.00NETT)																	
	<input type="radio"/> MALIBEST RESORT LANGKAWI																				
	ROOM TYPE PREFERRED	<input type="radio"/> DELUXE			<input type="radio"/> DOUBLE - (USD 40.00NETT)																
		<input type="radio"/> SUPER DELUXE			<input type="radio"/> SINGLE - (USD 44.00NETT)																
PLEASE INDICATE IF YOU ARE SHARING A ROOM WITH ANOTHER DELEGATE:																					
TENTATIVE CHECK - IN DATE:																					
TENTATIVE CHECK - OUT DATE:																					
METHOD OF PAYMENT	CREDIT CARD	<input type="radio"/> VISA <input type="radio"/> MASTER <input type="radio"/> AMEX <input type="radio"/> OTHERS																			
		NO:																			
		EXPIRATION:																			
		CARD HOLDER'S NAME:																			
	OTHER :																				
REMARKS/SPECIAL NEEDS/DIETARY REQUIREMENTS																					