**PICKUP REQUEST FORM**

**(FROM LOCAL AND INTERNATIONAL AIRPORT)**

Please complete this form if you require an pickup service from pickup point (local Airport - Don Mueang Airport or Suvarnabhumi Airport, Bangkok, Thailand to Bansomdejchaopraya Rajabhat University (BSRU), Bangkok, Thailand. Please note that the service is only provided for ICMS 2019 participants. This service is **only** available on 2 and 3 July 2019.

**Note:** The conference fee include transportation cost from 2 and 3 July 2019.

Below are my flight details:

|  |  |
| --- | --- |
| Name |  |
| Passport number and nationality |  |
| Departing from (country and city) |  |
| Flight  |   |
| Name of airlines company |  |
| Departure Date / Time  |  |
| Date of Arrival / Arrival time |  |
| Pickup Point*(Please choose one)* | Don Mueang Airport or Suvarnabhumi Airport  |

*Please email this completed form along with a copy of your flight / train / bus ticket to* *icmsuum19@gmail.com*

NOTE:

1. The form must be submitted before 20 June 2019 or it will not be processed.
2. If there are changes to your flight, please inform us within 48 hours of your departure to Thailand.
3. The airport pickup service will only be provided at Don Mueang Airport or Suvarnabhumi Airport.
4. The ICMS Secretariat will wait for you at the Arrival Hall Meeting Point at Don Mueang Airport or Suvarnabhumi Airport, Bangkok and will be carrying a sign which reads “**ICMS 2019**”.
5. Please note that this service is provided free of charge.

**DROP OFF SERVICE FORM**

**(AIRPORT)**

Please complete this form if you require drop off service from Bansomdejchaopraya Rajabhat University (BSRU), Bangkok, to local Airport Don Mueang Airport or Suvarnabhumi Airport. This service is only available on **5, 6, 7 July 2019**.

Below are my flight:

|  |  |
| --- | --- |
| Name |  |
| Passport number and nationality |  |
| Name of airlines  |  |
| The departure date and time for flights  | Departure Date: Departure Time: |
| Departure time from BSRU to the Drop Off Point. *(\*Please refer the note below)* |  |
| Drop Off Point*(Please choose one)* | Don Mueang Airport or Suvarnabhumi Airport |