

**MEETING ROOM REQUEST FORM**

To be returned by email to: [m.thoracicsociety@gmail.com](mailto:m.thoracicsociety@gmail.com)

**PART A: To be completed by Applicant**

Organization name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please select the preferred room:

Room 1 – Round table meeting room (7 meters x 4.3 meters)

Room 2 – Multi-purpose meeting room (7.1 meters x 4.3 meters)

Room 3 – Web-cast meeting room (7.3 meters x 4.1 meters)

Name of event/meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

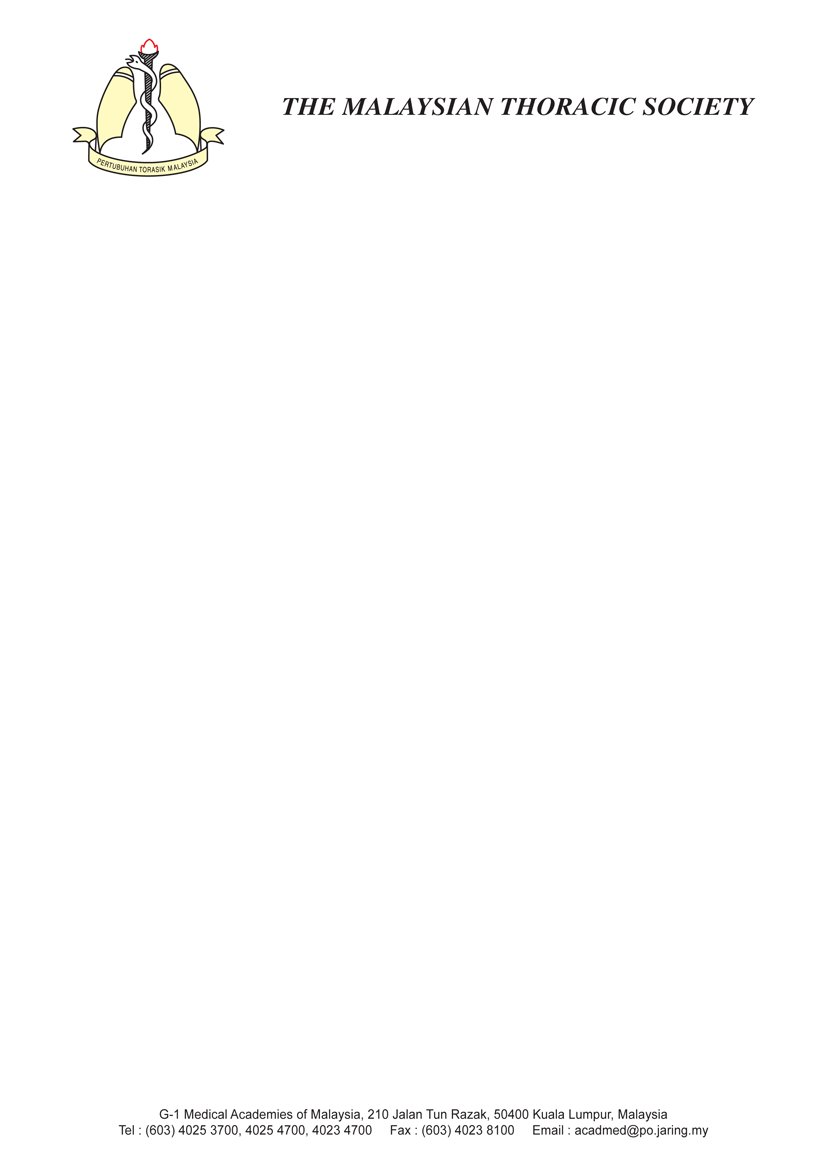
Estimated attendance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event start date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event end date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting packages:**

Half day packages: 1 room (RM700) 2 rooms (RM1,000) 3 rooms (RM1,500)

Full day packages: 1 room (RM1,000) 2 rooms (1,700) 3 rooms (RM2,200)



Catering organised: Yes No

Please advise provider details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Setup of room:**

Should you require a different setup than the room is currently in, please arrange the setup and pack down immediately after the event/meeting. ***Setup and pack down are applicant’s responsibility.***

I will use the room as is I will arrange setup and pack down

**PART B: By signing below, I confirm and understand that:**

* Half day meeting calculated as 4-hour package and full day meeting calculated as 8-hour package
* The following facility / devices are provided free-of charge in the package:

1) One LCD projector, one 70-inch TV screen and one white board in the round-table meeting room

2) One LCD projector, one 70-inch TV screen and one white board in the multi-purpose meeting room

3) One white-board, video-recording and webcast facility in the Web-cast room

4) Broadband internet facility

* All room must be returned clean and tidy and to the same setup as prior to the booking

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_