



TRAINING / MEETING REQUIREMENTS

1 TRAINING/MEETING TITLE

2 TRAINING/MEETING DATE 2a NO. OF PAX

Items

Check box

Description / Details

3 ROOM ARRANGEMENT STYLE _____

3 TND4 / ATTENDANCE LIST * Please provide as a separate document

4 IWK INTERNAL DOCUMENTS
e.g. TND2, ISO forms / Manuals

5 STATIONERY / EQUIPMENT
* Extra charges for consumables,
printing & photocopying services
** If cancelled 48 hours before event, full charges payable

6 FOOD & BEVERAGES
e.g. Vegetarian, VIP service, half / full-day
* F&B for 10 pax or less will be packed meals.
** F&B ordered by noon Thursday
*** If cancelled 48 hours before event, full charges payable

6 SITE VISIT
* If cancelled 48 hours before event, full charges payable

7 TRANSPORTATION
* If cancelled 48 hours before event, full charges payable

8 OTHER REQUIREMENTS
* If cancelled 48 hours before event, full charges payable

9 PAYMENT MADE TO IWK

For IWK staff, please specify if
(i). individual participant cost centre, or
(ii). organising unit/section cost centre

REQUESTED BY :

RECEIVED BY:

Manager's Name, Signature & Date:

on behalf of Indah Water Training Centre

Note: To e-mail this form duly filled 4 working days prior to the date of training/meeting to sheldonn@iwk.com.my and stephenj@iwk.com.my