

**KULLIYAH OF ARCHITECTURE & ENVIRONMENTAL DESIGN**  
International Islamic University Malaysia

**BOOKING OF VENUE AND AUDIO VISUAL**

Version: 02  
Revision: 02  
Effective Date: 6 February 2017

Applicant: \_\_\_\_\_

Staff/Matric No: \_\_\_\_\_

Dept. / Kulliyah: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Venue	Location	No. of Participants	Date of Event		Time	
			From	To	From	To
Lecture Theatre (1 – 4)						
Auditorium						
Gallery						
Studio (1 – 26)						
Briefing Room						
Tutorial Room (1 – 15)						
Seminar Room (1 – 8)						
Lecture Room (1 – 5)						
Meeting Room (Academic)						
Meeting Room (Administration)						
Meeting Room (Post-Graduate)						
KAED Lounge						
Research Room						

Purpose:  Visit  Meeting  Event  Class / Presentation

Title of Visit/ Meeting / Event / Class (Course Code) / Presentation: \_\_\_\_\_

Equipment	Qty	S/N*	Equipment	Qty	S/N*
LCD Projector			Digital Camera		
Laptop			Video Camera		
HDMI Cable			TV		
MAC Adapter			P.A System		
Laser Pointer (for Event)			Portable White Screen		
Printer (for Event)			Partition		
Wi-Fi Access (for Event)			Technician (for Event)		

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

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

Recommendation from Head of Dept. / Director / ICT Coordinator	Approval by Deputy Director / Senior Assistant Director
Signature and Official Stamp :	Signature and Official Stamp :

**Terms and Condition**

- For any meeting / event (Departments, KCM, MCM, VIVA etc) – submission via hardcopy or email the scanned form to **kaed\_it@iiu.edu.my, 3 days prior** to the meeting / event  
For classes / presentation – submission via hardcopy to KAED IT Centre, **3 days before** the starting of the Class  
**\*\* if there is any event (Exhibition etc), the *priority of portable LCD projectors are to be made for classes.***
- Equipments booked will be set-up **half an hour before** the beginning of the Meeting / Event.
- For Wi-Fi Access, **request** must be made **through KAED IT Centre (3 days before event)** as the request will be then transferred to ITD.
- Booking form that **WILL NOT BE ENTERTAINED** consists of:
  - Late submission / last minute request (**less than 3 days** before the date of the Meeting / Event / Class / Presentation)