



**CENTRE FOR PROFESSIONAL DEVELOPMENT
INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA**

Tel: 03-6421 5914 /5912

Fax.: 03-6421 5915

BOOKING OF LEARNING SPACE

APPLICANT'S INFORMATION

DATE OF APPLICATION:	STAFF NO. :
NAME :	CONTACT NO.:
KULL / DEPT. :	NO. OF PARTICIPANTS :
E-MAIL ADDRESS :	
EVENT : CLASS / SEMINAR / OTHERS *please specify :	
CLASS COURSE CODE AND TITLE :	
SEMINAR TITLE :	
DATE AND DAY OF THE EVENT:	
TIME OF THE EVENT:	

FOR APPLICANT	FOR CPD OFFICE USE ONLY
<p>_____</p> <p>(Signature & Official Stamp)</p>	<p>_____</p> <p>(Signature & Official Stamp)</p> <p>Remarks :</p>

REGULATIONS :

1. All applications for booking must be made at least **3 working days** prior to the date of event.
2. Applicant must ensure the cleanliness of the venue and its compound at all time.
3. Late application or incomplete application form will not be entertained (e.g. no signature and official stamp at the booking form)
4. Applicants must be responsible for all the equipment in the Learning Space.
5. Applications **outside working hours** are not applicable.