



ANNEX A: BILATERAL MEETING ROOM BOOKING REQUEST FORM

Requesting Country/ Organization Information	
Country	
Name of contact person	
Title	
Number of Delegates for meeting (including the Head of Delegation)	
Ministry/ Department	
Contract Number & Email address	

Participating Country/Organization Information	
Country	
Name of contact person	
Number of Delegates for meeting (including the Head of Delegation)	
Contract Number & Email address	

Meeting Room Request Details	
Date	
Time	
Special Request (if any)	

Bilateral Meeting Rooms are available between 0830 hours to 1700 hours at Putrajaya International Convention Centre (PICC) from 7 – 11 March 2016. Please submit one form per requested bilateral meeting. Request will be fulfilled on first come, first serve basis.

Please email the completed form to bilateralmeetingfao@moa.gov.my

Email, confirming the room booking for bilateral meeting, will be sent to both countries with the information about the meeting room.