

No. Rujukan/Ref. No:

BORANG PERMOHONAN MAJLIS / EVENT REQUEST FORM

MAKLUMAT MAJLIS EVENT INFORMATION	
Tajuk Majlis <i>(Sila lampirkan aturcara majlis)</i> Event Title <i>(Please attach the event tentative)</i>	
Penganjur Organiser	
Kolaborasi (jika ada) Collaborator (if any)	
Tarikh Majlis Event Date	
Masa Majlis (Mula & Akhir) Event Time (Start & End)	
Lokasi Majlis Event Location	
Tetamu VVIP Honorable Guest	
Anggaran Jumlah Tetamu Expected No. of Guest	
Tetamu Majlis Event Audience	<input type="checkbox"/> Staf Fakulti/ <i>Faculty's Staff</i> <input type="checkbox"/> Profesional/ <i>Professional</i> <input type="checkbox"/> Pelajar/ <i>Students</i> <input type="checkbox"/> Alumni <input type="checkbox"/> Lain-lain/ <i>Others</i> (Sila nyatakan/ <i>Please specify</i>)
Peringkat/ Level	<input type="checkbox"/> Antarabangsa/ <i>International</i> <input type="checkbox"/> Tempatan/ <i>Local</i> <input type="checkbox"/> Universiti/ <i>University</i> <input type="checkbox"/> Fakulti/ <i>Faculty</i> <input type="checkbox"/> Jabatan/ <i>Department</i> <input type="checkbox"/> Persatuan/ <i>Association</i>

KATAGORI ACARA/PROGRAMME CATAGORY

<input type="checkbox"/> Lawatan/ <i>Visitation</i>	<input type="checkbox"/> Persidangan/ <i>Conference</i>
<input type="checkbox"/> Siri Penceramah / <i>Speaker Series</i>	<input type="checkbox"/> Bengkel/ <i>Workshop</i>
<input type="checkbox"/> Others/ <i>Lain-Lain (Sila nyatakan/Please specify)</i>	

JENIS ACARA/ PROGRAMME TYPE

<input type="checkbox"/> Fizikal/ <i>Physical</i>	
<input type="checkbox"/> Atas Talian/ <i>Online</i>	→ <input type="checkbox"/> Live Streaming Atau/Or <input type="checkbox"/> Zoom Meeting/ <i>Webinar</i>
<input type="checkbox"/> Hibrid/ <i>Hybrid</i>	→ <input type="checkbox"/> Live Streaming Atau/Or <input type="checkbox"/> Zoom Meeting/ <i>Webinar</i>

RUNDINGAN/CONSULTATION

<input type="checkbox"/> Protokol/ <i>Protocol</i>	<input type="checkbox"/> Publisiti/ <i>Publicity</i>
<input type="checkbox"/> Logistik/ <i>Logistic</i>	<input type="checkbox"/> Sokongan IT&Teknikal/ <i>IT&Technical Support</i>
<input type="checkbox"/> Liputan Media/ <i>Media Coverage</i>	

**PERKHIDMATAN YANG DIPERLUKAN UNTUK MAJLIS/
SERVICES REQUIRED FOR EVENTS**

Sila nyatakan/*Please indicate:*

- 1.
- 2.
- 3.

TUJUAN MAJLIS/EVENT PURPOSE	
Tujuan Majlis <i>Event Purpose</i>	
Latar Belakang Majlis <i>Event Background</i>	
Faedah kepada FOM <i>Benefit to FOM</i>	
Matlamat Majlis <i>Event Goals</i>	
Peruntukan Kewangan Majlis <i>Event Budget</i>	

PENGESAHAN/ CONFIRMATION	
<p>Dengan ini saya mengesahkan bahawa maklumat yang diberikan dalam permohonan ini adalah benar <i>I hereby declare that the information given in this application is correct.</i></p>	
<p>Tandatangan & Cop Pemohon/ Applicant Signature & Stamp</p> <p>Nama/Name: Jawatan/Position: Jabatan/Department: Tarikh/Date:</p> <p>Emel/Email: No. Pejabat/Office No: No. Telefon/Mobile No:</p>	<p>Tandatangan & Cop Ketua Jabatan/ Head of Department Signature & Stamp</p> <p>Nama/Name: Tarikh/Date:</p>

UNTUK KEGUNAAN PEJABAT/ FOR OFFICE USE	
Diterima Oleh <i>Received by:</i>	Tindakan/Action: <input type="checkbox"/> Diluluskan / Approved <input type="checkbox"/> Tidak Diluluskan / Not Approved
Nama/Name: Jawatan/Position: Tarikh/Date:	Tandatangan / Signature: Ketua Unit (VICFOM) / Head of Unit (VICFOM) Nama/Name: Tarikh/Date:

Untuk Perhatian:

1. Sila serahkan borang sekurang-kurangnya **Satu (1) Bulan** sebelum majlis bagi memudahkan pengurusan, perancangan dan perjalanan majlis. Email : vicfom@um.edu.my.
2. Walaubagaimanapun, kami tidak dapat memberi jaminan perkhidmatan bagi beberapa faktor berikut:
 - Mengikut Kekosongan Jadual Staf;
 - Kapasiti Sesebuah Majlis;
 - Masa & Sumber;
 - Kelulusan Peruntukan Kewangan.
3. Penganjur bertanggungjawab untuk membuat tempahan lokasi majlis.
4. Penggunaan plastik seperti bekas makanan dan minuman adalah **dilarang** sama sekali di semua majlis selaras dengan Dasar Kelestarian Universiti Malaya.
Bagi acara yang melibatkan penceramah antarabangsa, permohonan untuk kelulusan wajib dikemukakan ke Pejabat Naib Canselor sekurang-kurangnya tiga bulan sebelum acara.

Acknowledgement:

1. Please submit this request form at least **One (1) Month** prior to your event date to ensure the proper arrangement, planning and execution of the event. Email : vicfom@um.edu.my.
2. We, however, cannot guarantee the availability of services requested due to these factors:
 - Staff Availability;
 - Event Complexity;
 - Time & Resources;
 - Approved Budget Allotment
3. The organizer is responsible for booking a suitable location for the event.
4. The use of plastic, such as food and drink containers, is **strictly prohibited** at all events in accordance with Universiti Malaya's Sustainability Policy.
5. For events involving international speakers, the application for approval must be submitted to the Vice Chancellor's Office at least three months before the event.