

Meeting & Training Room Booking



PROFESSIONAL INVESTMENT ADVISORY SERVICES

SETTING THE PROFESSIONAL STANDARD
FOR FINANCIAL ADVICE IN SINGAPORE

Booking of training and meeting rooms

Booking of training and meeting rooms on weekdays and weekends will be opened from 3 months in advance.

Booking Schedule for Weekdays & Weekends

Year 2017

Event Month	Open to Booking	Results out
December 2017	04 to 08 Sept	11 to 15 Sept

Year 2018

Event Month	Open to Booking	Results out	Event Month	Open to Booking	Results out
January	02 to 06 Oct	09 to 13 Oct	July	02 to 06 Apr	09 to 13 Apr
February	01 to 07 Nov	08 to 14 Nov	August	01 to 07 May	08 to 14 May
March	04 to 08 Dec	11 to 15 Dec	September	04 to 08 Jun	11 to 15 Jun
April	02 to 08 Jan	09 to 12 Jan	October	02 to 06 Jul	09 to 13 Jul
May	01 to 07 Feb	08 to 14 Feb	November	01 to 07 Aug	08 to 14 Aug
June	01 to 07 Mar	08 to 14 Mar	December	03 to 07 Sept	10 to 14 Sept

Booking of training room 1 & 2 on weekends. What has changed?

Currently, there is only one time slot opened for booking for training room 1 and 2.

With effect from December 2017 onwards, there will be 2 slots available booking.

Timeslot available for booking

Timeslot 1: 8.00 am to 3.00 pm

Timeslot 2: 3.00 pm to 9.00 pm

Implementation

New booking system will implement from September onwards.

le: Room is open for booking in September for Event in **December**.

How do I make a booking request?

* Last minute request will be subjected to room availability

How do I make a booking request?

You may send in your booking request to our receptionist via email: claire.longman@pias.asia. Sending your booking request in the following format will help to facilitate your request more efficiently.

For example:

Request Date	Request Timeslot	Expected No. of Attendance	Training Room 1 or 2
02 December 2017	8.00 am to 3.00 pm	20	Training room 2
16 December 2017	3.00 pm to 9.00 pm	35	Training room 1
23 December 2017	3.00 pm to 9.00 pm	80	Training room 1 & 2

**Booking of rooms will not be confirmed until you have received our email confirmation.*

If you have booked slot 1, please be considerate and evacuate the room by 3pm so that the next booking user is able to use the room for preparation on time.

How are the training rooms allocated?

Scenario (1)

- Received request from **one branch** only.
- Branch A booked all 4 weekends – Training allocation for all 4 weekends of the month to Branch A.

Branch A	
Requested booking for event date	Allocation
2 Dec	✓
9 Dec	✓
16 Dec	✓
23 Dec	✓

Any other branch who may need the training room, after allocation is released, both branches to discuss directly.

How are the training rooms allocated?

Scenario (2)

Received request from **two branches**

- Branch A requested 2 dates while branch B requested all 4 dates.
- Room allocation will be given as follow:

Branch A		Branch B	
Requested	Allocation	Requested	Allocation
2 Dec	✓	2 Dec	
		9 Dec	✓
16 Dec	✓	16 Dec	
		23 Dec	✓

Any other branch who may need the training room, after allocation is released, both branches to discuss directly.

How are the training rooms allocated?

Scenario (3)

Received request from **three branches**

- Branch A requested 2 dates while branch B requested all 4 dates.
- Room allocation will be given as follow:

Branch A		Branch B		Branch C	
Requested	Allocation	Requested	Allocation	Requested	Allocation
2 Dec	✓			2 Dec	
9 Dec		9 Dec	✓	9 Dec	
16 Dec				16 Dec	
				23 Dec	✓

- Any other branch who may need the training room, after allocation is released, both branches to discuss directly.

Training Room 3 and 4 will closed with immediate effect until end of the year.

For branches that have pre-booked Training room 3 and 4, we will allocate Taipei meeting room for your branch meeting.

Facilities available in Taipei Meeting room

- Projector
- Projector screen
- Markers
- Flipchart

*We may be able to let you use Training room 3 and 4 on a last minute basis, if the rooms are not yet occupied by Aviva. However, we seek your understanding that we are not able to confirm when they will be moving in. Hence, advance booking for training room 3 and 4 is currently not available.

END



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