

Fwd: Request to Book An Event Space at MITI

2 messages

LAI LUNG KWANG (MITI) <lai@miti.gov.my>

31 January 2023 at 16:36

To: "HASHIMAH ABU KASIM (MITI)" <hashimah.kasim@miti.gov.my>

Cc: "RASHIDAH SHARIF (MITI)" <rashidah.sharif@miti.gov.my>, syafira.ahmadsaufi@investkl.gov.my

Salam

Merujuk kepada permohonan daripada InvestKL bagi penggunaan Dewan Perdana, sila semak kesesuaian tarikh dan masa yang dipohon oleh InvestKL. Penggunaan fasiliti MITI hendaklah berpandu kepada Garis Panduan Penggunaan Fasiliti yang di telah ditetapkan.

Sila memberi maklum balas atau makluman awal kepada InvestKL berkenaan pertanyaan InvestKL

Sekian, terima kasih

LAI LUNG KWANG

Director

Administration Division

Ministry of International Trade And Industry

----- Forwarded message -----

From: **Syafira Ahmad Saufi** <syafira.ahmadsaufi@investkl.gov.my>

Date: Tue, 31 Jan 2023 at 11:24

Subject: Request to Book An Event Space at MITI

To: lai@miti.gov.my <lai@miti.gov.my>, pentadbiran@miti.gov.my <pentadbiran@miti.gov.my>

Cc: Engku Nur Anis Adila Engku Hamzah <engku.adila@investkl.gov.my>, Siti Syazwani Binti Ahmad Marzuki <syazwani.marzuki@investkl.gov.my>, Nur Athirah Ain Kamal <nurathirahain.kamal@investkl.gov.my>

Dear Mr Lai,

InvestKL is organising our 2022 Performance Update in March 2023 and we are considering MITI space to accommodate the event. We wish to check the availability of **Dewan Perdana MITI** on **9th March 2023 OR 16th March 2023**. Below are the details of the event, and I am also attaching the event tentative for your kind reference:

Date: 9th March 2023 (Thursday) OR 16th March 2023 (Thursday)**Time:** Full Day (8.00 AM – 6.00 PM)**No. of Guests:** 100 Pax*Syafira Ahmad Saufi*
InvestKL*Am 3/2*

In the meantime, we wish to also seek clarity on the followings:

1. What would be the working process for the venue booking, i.e, how long would it take to get a confirmation, what would be the next steps, how soon vendor can do their hall setups, and are there any rules & regulations that we need to adhere, etc?
2. We understand that should we use MITI's facilities, we will have to be using the vendors/service providers listed under MITI. May we understand if we can see their portfolios and what are their services – itemised, and are we allowed to use our own vendor/service provider?
3. Can we also have a cost estimate for the itemised services from all the service providers?

We appreciate it if we can receive your feedback by **today COB** as we wish to secure Minister's timing for the said event today.

Thank you.

Best Regards,



Syafira Saufi

Strategic Communications

M: +60 19 331 7073 | www.investkl.gov.my



Invest KL Corporation (an agency under the Ministry of International Trade and Industry)

16th Floor, Menara SSM@Sentral, No. 7, Jalan Stesen Sentral 5, Kuala Lumpur Sentral, 50623 Kuala Lumpur, Malaysia.

The content of this email and attached files are confidential and is solely for the use of the intended recipient. If received in error, please note that any use, dissemination, forwarding, printing or copying of the content of this e-mail and any files transmitted with it is strictly prohibited. InvestKL accepts no liability for the content of this email, or for the consequences of any actions taken on the basis of information provided.

Peringatan

Pengguna Perkhidmatan MyGovUC 2.0 adalah bertanggungjawab melindungi kerahsiaan data/maklumat Rahsia Rasmi Kerajaan. Adalah diingatkan agar pengguna sentiasa peka dengan SEMUA peraturan, arahan keselamatan dan pekeliling semasa yang berkuatkuasa bagi semua pengendalian data/maklumat Rahsia Rasmi Kerajaan yang berkaitan.

 **MITI Event Brief.pptx**
2196K

Syafira Ahmad Saufi <syafira.ahmadsaufi@investkl.gov.my>

To: "LAI LUNG KWANG (MITI)" <lai@miti.gov.my>, "HASHIMAH ABU KASIM (MITI)" <hashimah.kasim@miti.gov.my>

Cc: "RASHIDAH SHARIF (MITI)" <rashidah.sharif@miti.gov.my>

2 February 2023 at 11:46

Salam Puan Hashimah and team,

I wish to follow up our last email in regards to the availability of Dewan Perdana on 9th March 2023. We truly appreciate it if we could receive an update in regards to our enquiries.

Thank you.

Regards,

Syafira

Strategic Communications

M: +60 19 3317073 | www.investkl.gov.my

From: LAI LUNG KWANG (MITI) <lai@miti.gov.my>

Sent: Tuesday, 31 January, 2023 4:37 PM

To: HASHIMAH ABU KASIM (MITI) <hashimah.kasim@miti.gov.my>

Cc: RASHIDAH SHARIF (MITI) <rashidah.sharif@miti.gov.my>; Syafira Ahmad Saufi <syafira.ahmadsaufi@investkl.gov.my>

Subject: Fwd: Request to Book An Event Space at MITI

You don't often get email from lai@miti.gov.my. Learn why this is important

[Quoted text hidden]

