



# CEMACS Accommodation & Facilities Booking Form (Version 2.0)

Centre For Marine & Coastal Studies (CEMACS)  
Universiti Sains Malaysia (USM)  
11800 USM  
Penang, Malaysia  
Phone: +604-8852750  
Fax: +604-8852751  
<http://cemacs.usm.my>

## Contact Information

Title

Name

Organization

Address line 1

Address line 2

Address line 3

Zip/Postal Code:

Country:

E-mail:

Phone Contact:

## Accommodation & Facilities Request

Date / Check-In

Time / Check-In

Date / Check-Out

Time / Check-Out

Unit of Flatlet require

Unit of Dormitory require

Dormitory users (max capacity: 60)

## Facilities Request

Teaching Lab. (max capacity: 60) Duration (day)

Conf. Room (max capacity: 60) Duration (day)

Meeting Room (max capacity: 20) Duration (day)

Dinning Hall (max capacity: 80) Duration (day)

## Special Request

## Booking Information

Event / Program / Training / Course / Activity / Research

No. of organizers

No. of participants

TOTAL

## Payment Method

"Borang Transaksi Dalam" (USM)  Local Order (LO) (Government/School)

Cash (ePayment)  Company cheque

## Booking Terms & Conditions

Reservation must be made **2 weeks** before the arrival date. CEMACS won't process any application of reservation submit within 2 weeks time before arrival date. **Full payment** is required in order to have a confirmed reservation. Cancellation or transferring a confirmed reservation must be made **7 days** before the arrival date. **Director of CEMACS** reserves the right to approve or deny any reservation booking, change or cancellation request.

Submission Date \_\_\_\_\_

\_\_\_\_\_  
Signed By