

## ROOM BOOKING FORM

**\*Mandatory fields**

AIAC BOOKING NO (*Admin. Use*) \_\_\_\_\_ DATE OF BOOKING \_\_\_\_\_

**1. BILLING INFORMATION\***

CUSTOMER OR ITS REPRESENTATIVE(S) \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY / STATE\* \_\_\_\_\_ COUNTRY\* \_\_\_\_\_  
 POSTCODE\* \_\_\_\_\_

CONTACT NO\* \_\_\_\_\_ FAX NO. \_\_\_\_\_

ATTENTION TO\* \_\_\_\_\_

EMAIL\* \_\_\_\_\_

**2. BOOKING DETAILS**

AIAC CASE REFERENCE NUMBER\* \_\_\_\_\_  
 (Not mandatory for Ad Hoc Arbitration / Mediation matters and matters administered by other institutions)

**PARTIES' NAMES**

CLAIMANT\* \_\_\_\_\_

CLAIMANT'S REPRESENTATIVES (if any) \_\_\_\_\_

RESPONDENT\* \_\_\_\_\_

RESPONDENT'S REPRESENTATIVES (if any) \_\_\_\_\_

ARBITRAL TRIBUNAL / ADJUDICATOR / MEDIATOR / OTHER: \_\_\_\_\_

**3. TYPE OF MATTER\***

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Administered Arbitration | <input type="checkbox"/> CIPAA Adjudication       | <input type="checkbox"/> Expert Determination       |
| <input type="checkbox"/> Ad-Hoc Arbitration       | <input type="checkbox"/> Contractual Adjudication | <input type="checkbox"/> Others (i.e. space rental) |
| <input type="checkbox"/> Mediation                |   |   |

**4. TYPE OF RESERVATION\***

- |                                  |                                  |                                   |
|----------------------------------|----------------------------------|-----------------------------------|
| <input type="checkbox"/> Hearing | <input type="checkbox"/> Meeting | <input type="checkbox"/> Training |
|----------------------------------|----------------------------------|-----------------------------------|

RESERVATION DETAILS			CONFIRMED BY AIAC
DATE(S)	FULL / HALF DAY <sup>1</sup>	SEATING CAPACITY	ROOM NUMBER
OTHER REQUIREMENT (IF ANY)			

<sup>1</sup> If booking is made for half day, please indicate A.M. or P.M.

**SPECIAL REQUEST(S)**

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Court Recording (CRT) | <input type="checkbox"/> Tele-conference   | <input type="checkbox"/> Trolley / Shelves | <input type="checkbox"/> Extra Table & Chairs          |
| <input type="checkbox"/> Video Conference      | <input type="checkbox"/> * Printer/ Copier | <input type="checkbox"/> Extension Cable   | <input type="checkbox"/> Others : Please specify below |
| <input type="checkbox"/> Breakout Room         | <input type="checkbox"/> Projector         |  |  |

\*Applicable for extra-large hearing room only.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ROOM BOOKING FORM

**DECLARATION: The Parties and the Tribunal of the above-referenced proceedings hereby declare that by submitting this Room Booking Form, the Parties and the Tribunal agree that the AIAC's acceptance of the Room Booking Form will be subject to the AIAC's COVID-19 Room Booking Conditions published on 18<sup>th</sup> June 2020 as extracted below:**

- Unless otherwise approved by the AIAC's Management, the attendance and presence of persons in and/or during a physical hearing or meeting shall, at any one point in time, be limited to a maximum of twelve (12) individuals, as specified below:

Tribunal	up to three (3) individuals
Parties	one (1) individual per party
Parties' Representatives	two (2) representatives per party
Witnesses for evidence taking	one (1) individual
Tribunal Secretaries, Transcribers and/or Interpreters	where applicable, a maximum of two (2) individuals in this category.

The AIAC must be informed of the identities of the above mentioned individuals at least one (1) day before the scheduled proceedings. Requests for rooms to fit a larger or smaller capacity may be accommodated on a case to case basis i.e. For bookings concerning the Extra-Large Hearing Room which permits the capacity of 15 – 30 pax.

- To avoid over-crowding at the AIAC's premises, the following maximum number of room bookings will be permitted on a gradual basis:

**17<sup>th</sup> – 30<sup>th</sup> June 2020** – The following maximum of eleven (11) hearing and meeting room facilities and seven (7) breakout rooms will be made available for bookings:

15 – 30 pax	Extra-Large Hearing Room (2 Rooms per day)
10 – 12 pax	Large Hearing Room (3 Rooms per day)
8 pax or less	Medium Hearing Room (6 Rooms per day)
4 pax or less	Breakout Rooms (7 Rooms per day)

**1<sup>st</sup> July 2020** – All twenty-three (23) hearing and meeting room facilities and fourteen (14) breakout rooms will be made available for bookings:

15 – 30 pax	Extra-Large Hearing Room (2 Rooms per day)
10 – 12 pax	Large Hearing Room (3 Rooms per day)
8 pax or less	Medium Hearing Room (12 Rooms per day)
5 pax or less	Small Hearing Room (6 Rooms per day)
4 pax or less	Breakout Rooms (14 Rooms per day)

- The AIAC has determined the maximum capacity of persons permitted for each room type as indicated above to ensure effective implementation of physical distancing measures, in line with the RMCO guidelines. As a means to assist and support parties in observing the above, a 20% discount will be automatically applied for all bookings and reservations made in respect of the abovesaid hearing and meeting room facilities.
- To avoid over-crowding at the AIAC's premises, the parties and the tribunal are expected to exercise due care and diligence when pre-determining the number of individuals required for the attendance and presence of persons in and/or during a physical hearing or meeting;
- All visitors to the AIAC's premises must adhere to the Health and Safety Precautions outlined in the AIAC's Health and Safety Bulletin appended below. In addition to these measures, the AIAC will also be disinfecting any allocated hearing and/or meeting room prior to daily usage. Individuals attending a physical hearing or meeting at the AIAC are also required to adhere to the demarcated physical distancing measures whilst within the allocated hearing and/or meeting room; and
- Any failure to adhere to the conditions outlined above may result in an individual being requested and/or escorted to leave the AIAC's premises.

## AIAC HEALTH & SAFETY BULLETIN

as at 18<sup>th</sup> June 2020

### **1. Single entry point and body temperature screening**

Until further notice, a single-entry point into the AIAC's premises in Bangunan Sulaiman has been strictly enforced. All visitors to the AIAC will only be permitted entry to the premises through the Bangunan Sulaiman Ground Floor Lobby and will be required to undergo compulsory body temperature scanning that will be administered by AIAC security personnel using an infrared thermometer.

Individuals recording a temperature of more than 37.5°C will not be permitted entry and will be requested to leave the AIAC's premises to seek immediate medical attention.

The above procedure will be equally applicable to all AIAC staff, tenants and vendors.

### **2. Collection and recording of personal information viz, Health Declaration Record**

In addition to undergoing body temperature scanning, all visitors, staff, vendors and tenants of the AIAC will also be required to complete a Health Declaration Record containing personal particulars, purpose of visit and floor accessed in Bangunan Sulaiman as well as a disclosure on travel history and medical symptoms, if any.

Save where required to be disclosed to the Ministry of Health where a contact tracing procedure is ordered, all information collected in the Health Declaration Record will be subject to all prevailing legislative regulations for data protection and will be kept confidential.

### **3. Depositing and delivery of postage, courier and parcels**

A designated counter table has been reserved at the Reception / Business Centre located at the Ground Floor of Bangunan Sulaiman for drop-off and receipt of all postage and parcel deliveries and dispatch. As expected of all visitors, personnel involved in postage, delivery and dispatch services will also be required to undergo the requisite compulsory body temperature scanning upon entry to the Bangunan Sulaiman premises. All postage and parcels dropped off and received at the designated counter table will be sanitised with a spray disinfectant and will only be unsealed after 30 minutes.

### **4. Hand sanitisers and use of facial masks**

All visitors, tenants, vendors and staff of the AIAC are encouraged to wear face masks throughout the day, where practicable, whilst in Bangunan Sulaiman.

Sanitisers have been placed on all floors and at various locations within the AIAC. All visitors are encouraged to sanitise their hands upon entry following their body temperature scanning at the Ground Floor Lobby. Sanitisers are also provided for use by visitors at the Reception / Business Centre.

### **5. Physical distancing measures**

Physical distancing signages have been erected at the entry point of the Ground Floor Lobby, Reception / Business Centre and lift areas. A maximum of two (2) persons will be permitted entry in each lift at any one time, with physical distancing to be observed within the space.

Waiting visitors will be seated at designated chairs, separated by a distance of one (1) meter, in accordance with physical distancing practices.

### **6. Cleaning, sanitisation and disinfecting procedures**

The AIAC's cleaning staff has increased cleaning and sanitisation practices in all areas within the AIAC's premises. These practices will be carried out periodically throughout the day at all common areas in the building including lobby and reception doors, door handles, door knobs, turnstile, reception counter, lift buttons, railings and other frequently touched surfaces. Disinfecting procedures will also be conducted daily, after working hours, by AIAC's cleaning staff.

The AIAC's external contracted cleaning staff and security personnel will undergo their own body temperature screening in the morning, daily, prior to the commencement of their working day, and are required to use a face mask and hand gloves at all times.

### **7. Café in Bangunan Sulaiman and food delivery services**

Until further notice, the Café will not be serving any visitors in Bangunan Sulaiman.

Food delivery services will only be permitted entry to the entrance of the Ground Floor Lobby and will be required to wait there. Individuals placing their orders will be required to pay for and collect their respective orders at the entrance accordingly.