

Meeting Room Application Forum

User number: _____

Name of company/organisation: _____

Number of participants: _____ (10 at maximum)

Contact information

Contact person: _____

E-mail: _____

Tel: _____ Mobile: _____ Fax: _____

Requested date

_____/_____/_____

Requested time

From _____ : _____ to _____ : _____

Purpose: External business matching Internal meeting (Please elaborate: _____)

Others: _____

(Remark: All activities must be in commercial field and must not involve any direct sales or payment)

Important notes:

1. Only application submitted within one month of the requested date will be accepted. Applicants are required to submit application form and ID copy of user by email/fax or in person at least seven workdays prior to the requested date. The calculation of the abovementioned time limits is based on the time IPIM receives the application. Only applications made in written form are acceptable. IPIM may ask for more information if it considers necessary. IPIM reserves the right to decline overdue applications and applications with insufficient supporting documents.
2. Each application can only reserve one single use of a meeting room. Opening hours of meeting rooms are 9:00-13:00 and 14:30-18:00 from Monday to Friday (closed on public holidays). Each user/organization is allowed to use IPIM's meeting rooms for three times per month at maximum.
3. IPIM will inform the applicants about the application results by email/telephone within three workdays of receipt of application. IPIM will not be held accountable if applicants fail to receive the notifications on time due to incorrect contact information provided by applicants.
4. Applicant should notify IPIM by telephone, email and other effective means at least one workday prior to the requested date if he/she is to cancel the meeting after the application is approved. And the cancelled reservation will still be counted in the monthly quota of this applicant.
5. IPIM has the priority to use the meeting rooms.

I hereby declare that all information furnished here is true and complete, and that I have already read and agree to abide by the IPIM Meeting Room Rules and Regulations (see the second page).

Company stamp and authorised signature

Date

For internal use only

Approve

Disapprove

Date of receipt:_____/_____/_____

Date of notification:_____/_____/_____

This form is available on IPIM's official website and at IPIM's office. For enquiry and submission:

Tel: 853-2872 8212 Fax: 853-2872 8213 Email: sde@ipim.gov.mo

Address: Business Development Services Division,

19/F, China Civil Plaza, Alameda Dr. Carlos D'Assumpção 263.

IPIM / SDE – 2020.10

IPIM Meeting Room Rules and Regulations

Eligibility :

1. Registered users ;
2. Chambers of commerce and organizations currently stationed at IPIM and enterprises which are now using IPIM's temporary offices.

Purpose :

Commercial use including external and internal business meetings.

Application procedure and important notes :

1. **Application:** Only applications submitted within one month of the requested date will be accepted. Applicants are required to submit application form and ID copy of user by email/fax or in person at least seven workdays prior to the requested date. The calculation of the abovementioned time limits is based on the time IPIM receives the application. Applications made in written form only are acceptable. IPIM may ask for more information if it considers necessary. IPIM reserves the right to decline overdue applications and applications with insufficient supporting documents.
2. **Limitation:** Each application can only reserve one single use of a meeting room. Opening hours of meeting rooms are 9:00-13:00 and 14:30-18:00 from Monday to Friday (closed on public holidays). Each user/organization is allowed to use IPIM's meeting rooms for three times per month at maximum.
3. **Notification:** IPIM will inform the applicants about the application results by email/telephone within three workdays of receipt of application. IPIM will not be held accountable if applicants fail to receive the notifications on time due to incorrect contact information provided by applicants.
4. **Cancellation:** Applicant should notify IPIM by telephone, email and other effective means at least one workday in prior to the requested date if he/she is to cancel the meeting after the application is approved. And the cancelled reservation will still be counted in the monthly quota of this applicant.

User regulations :

1. Smoking, food and drinks are strictly prohibited in meeting rooms. Users should maintain the meeting rooms clean and tidy.
2. Users are responsible for all their personal belongings and should take all of the personal belongings with them after using the meeting rooms. Safekeeping service is not available at IPIM and IPIM will not be responsible for any of applicants' loss arising from their use of the meeting rooms.
3. Users of meeting rooms should refrain from talking loudly or other behavior that might disturb others.
4. Tables, chairs, sockets and public WiFi are available in meeting rooms. Prior approval of IPIM is needed if users are to use their own large equipment in the meeting rooms.
5. After using IPIM's facilities and equipment, users are responsible for returning them in good condition. Users are responsible for compensation if there is any damage or loss arising from using the meeting rooms.

Important notes :

1. All activities must be in commercial field and must not involve any direct sales or payment.
2. Meeting rooms should be used for external or internal business meetings, or other commercial purposes. If any inappropriate use or breach of Macao's law is founded, IPIM has the right to terminate relevant users' use of meeting rooms immediately and reserves the right to decline relevant users' applications.
3. Users are not allowed to use the meeting rooms without IPIM's prior approval as it is considered illegal occupation of the meeting rooms.
4. IPIM is not responsible for the opinions given by any party using the meeting rooms.
5. If IPIM finds any user's behavior disturbing to others, or that anyone enters IPIM's internal offices and areas wherein only IPIM staff are allowed, IPIM has the right to request relevant person to leave immediately.
6. For safety considerations, minors are not advised to stay in IPIM's area.
7. Please dress formally.
8. IPIM has the priority to use the meeting rooms.
9. IPIM reserves the rights to update the Rules and Regulations on an irregular basis without prior notice and to make final decisions.