

# SEMINAR & TRAINING FACILITIES

## Practical. Managed. Accessible.

A space where practical design meets a quiet focus. Built for productive sessions in an environment that just works.

### WHAT YOU NEED

VENUE	Room rental without food		Seminar Package
	Half Day (4 Hour)	Full Day (8 Hour)	
Training Room 1 801 sqft	RM 550	RM 850	RM 100 / pax (Minimum 10 pax)
Training Room 2 895 sqft	RM 550	RM 850	
Training Room 1 & 2 1795 sqft	RM 880	RM 1,280	

• Surcharge of **RM200/day** for weekends & public holidays

### ROOM CAPACITY & SETUP

ROOM	Theatre	Cluster	Classroom	U-Shape	Boardroom
Training Room 1	-	25	25	18	22
Training Room 2	-	25	25	18	22
Training Room 1 & 2	140	50	100	-	-


### All room rental packages include:


- Complimentary use of 1 whiteboard, 1 flipchart with paper & markers, projector, and projector screen.
- Complimentary WiFi
- Complimentary usage of meeting amenities (writing materials, bottled water & sweets)
- Complimentary use of discussion / break out area
- Complimentary basic PA System

### Optional Facilities and Services:

 Additional LCD Projector at RM200 per unit.

 Cordless Microphone at RM100 per unit.


 Photo copying services at special rates.

 Additional flipchart at RM50 per unit


## THE CeDR DIFFERENCE




**Simple booking process with no hidden charges**



**Total flexibility scalable to your group size**



**Multitude of spaces to take a breather or work**



**Free flow coffee & tea for comfort and convenience**



**NGO's enjoy a preferential rate!**



**15% discount for advanced & repeat bookings**

## CANCELLATION / POSTPONEMENT

We understand that from time to time things change, that is why we have developed a flexible approach to cancellations and its applicable charges for you.

Cancellation Date Range	Cancellation Charges
More than 14 Days	Booking fees are refundable.
Less than 7 days	Booking fees will not be refundable.
Last minute cancellation / No show	Booking fees will be forfeited.

## PRICING POLICY

- Early booking discounts only applicable with full payment a month prior to event date.
- A 20% booking fee is required to secure the room.
- Full payment is due (1) week prior to event / arrival date.
- Payments can be made by cheque, credit card, or via remittance services.

## WHERE WE ARE



**Contact us to reserve your space!**

- ➔ **10-15 minutes away from budget to 5-star accommodations**
- ➔ **15-30 minutes away from most industrial parks & business districts around Shah Alam & Klang**

**CeDR CORPORATE CONSULTING SDN BHD** 198501004328 (136767-V)

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**30 YEARS OF**  
**CeDR**  
**GROWING MINDS,**  
**GROWING OPPORTUNITIES**