

IIAM SERVICES BOOKING FORM

Form No: 106

Service: Arbitration Mediation Other

Date:

Time & Duration:

Hall: Lincolns Hall Einstein Hall Warren Burger Hall

No. of Arbitrators / Mediators:

No. of Participants:

Addl. Requirements: Typist LCD Projector Pick-up Service

(Any other details)

REFRESHMENTS:

(Separate Menu)

Coffee / Snacks Hi-Tea Executive Lunch

Date of Booking:

Name & Signature:

Contact No. / Email:

* Tick whichever is applicable

* Terms for cancellation of confirmed booking of hearing room

- Notice given at least 7 days prior to the date of hearing – No charge
- Notice given less than 7 days prior to the date of hearing – 50% of the room rate.