



Online Booking Manual

■ Where Great Minds Meet

PUTRAJAYA INTERNATIONAL CONVENTION CENTRE
Dataran Gemilang, Precinct 5, 62000 Putrajaya, Wilayah Persekutuan Putrajaya,
Malaysia
Email : enquiry@picc.com.my Web : www.picc.com.my Tel : +603 8887 6000
www.facebook.com/piccmalaysia [piccmalaysia](https://www.instagram.com/piccmalaysia) [piccmalaysia](https://www.linkedin.com/company/piccmalaysia)

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STEP 1: SELECT DATE

Step 1: Venue Search

Select Date:

 03-09-2015 - 04-09-2015

Select start month

Select end month

* required

FROM

TO

Click Apply

Sep 2015 →

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Sep 2015 →

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
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STEP 2: INPUT AMOUNT OF PAX

No of Pax:

* required.

Enter amount of PAX in numbers

Next



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STEP 3: SELECT VENUE

Available Hall For Booking



Head of States
Capacity: 180

 [Select Venue](#) |  [More details](#)



Putra Hall A
Capacity: 2000

 [Select Venue](#) |  [More details](#)



Putra Hall A1
Capacity: 1000

 [Select Venue](#) |  [More details](#)



Putra Hall A2
Capacity: 1000

 [Select Venue](#) |  [More details](#)

Select venue of your choice



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STEP 4: SELECT VENUE LAYOUT

Layout for Putra Hall A1 ✕

Select Layout For Appropriate Occasion

Type	Capacity	Choose
Theater	750	<input type="radio"/>
Classroom	600	<input type="radio"/>
Banquet Round	500	<input type="radio"/>
Banquet Rectangular	300	<input type="radio"/>
Cocktails	1000	<input checked="" type="radio"/>
Congress U-Shape	150	<input type="radio"/>
Exhibition	30	<input type="radio"/>
Boardroom	0	<input type="radio"/>

Close
Select venue

Choose capacity

Click Select venue



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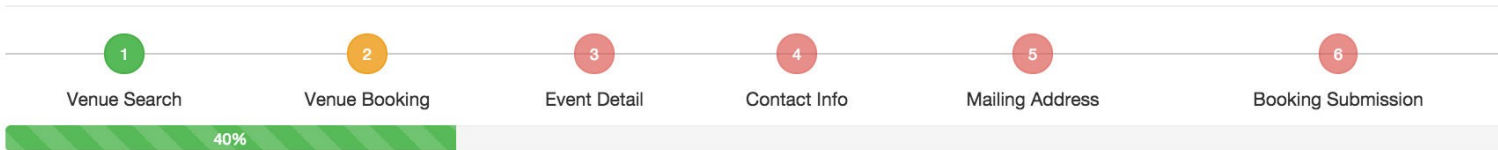


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STEP 5: CART MANAGEMENT



ONLINE BOOKING

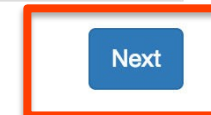


Step 2: Venue Booking

To remove your selection, click remove

Item Selected	Layout	Capacity	Action
Putra Hall A1	Cocktails	1000	

Available Hall For Booking



If you are happy with your Selection, click Next



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STEP 6: EVENT INFORMATION

Please key-in information of the event in order to understand the best interest of your needs.

Step 3: Event Information

Event Name:

* required.

Event Type:

* required.

Event Industry:

* required.

Event Arrangement:

* not required.

If you are happy with your
input, click Next

Next



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STEP 7: EMAIL ADDRESS

Step 4: Contact Information

You are representing: Individual Company

* required.

Email:

public@public-domain.com

* required.

Please key-in your email information

Click next to proceed

Next



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STEP 8: CONTACT INFORMATION

Please fill up any mandatory field for us to assist you better.

Step 5: Mailing Address

Please fill up the details below

Name:

Public User

* required.

Telephone: MALAYSIA (+6) 03-12345678

Handphone: MALAYSIA (+6) 03-12345678

Fax: MALAYSIA (+6) 03-12345678

Address 1:

Address Street 1

* required.

Address 2:

Address Town

* required.

Country:

MALAYSIA

* required.

State:

Wilayah Persekutuan Kuala Lumpur

* not required.



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STEP 9: CONTACT INFORMATION EXISTS

If your email address already registered with us, system will automatically skips step 8 Process and straight away brings you to summary booking page.

Step 6: Event Summary

✓ You are already registered with us!

You may proceed with booking, we will email you your username and password for your future reference.

[Submit Booking](#)



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STEP 10: BOOKING SUBMISSION

A Summary of your booking will be displayed, Click on 'Submit Booking' to confirm your Booking submission.

Step 6: Event Summary

✓ You are already registered with us!

You may proceed with booking, we will email you your username and password for your future reference.

Submit Booking



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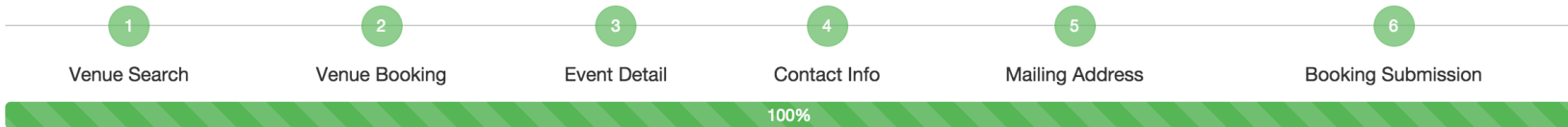
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STEP 11: BOOKING SUBMISSION

Once submitted, you will receive an email of your booking.



ONLINE BOOKING



Status: Complete

 **Thank you for your booking!**

Booking Reference: PICC/CUST/C/2015/062

A copy of an email has been sent to you, we will contact you soon.

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PICC Online Booking