

MEETING FACT SHEET



THE RIZQUN INTERNATIONAL HOTEL

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EXECUTIVE SUMMARY

Successful meetings and conventions don't just happen. They require the right ingredients. The right ambience. Attentive service. An eye for detail. And the support of staff who are experienced in handling major events. It is all found right here at The Rizqun International Hotel.

AUDIO VISUAL EQUIPMENTS

1. MICROPHONE

- Portable Mobile PA System with 1 set of cordless and collar microphone
- Sennheiser Dynamic cabling Microphone (Model e835s)
- Audio Technica Gooseneck Microphone (anti-shock base)
- Sennheiser Instrument Microphone - Model e604
- Sennheiser Condenser Microphone - Model e664

2. TV MONITOR - VCR PLAYER - DVD PLAYER

- 14" Color TV - suitable for Karaoke
- TASCAM CD Rewritable Deck - suitable CD and Recording
- Pioneer DVD Player
- Denon CD Changer Player
- Sharp Video Cassette Recorder

3. LIGHTING

- Martin Light - available at Songket Ballroom only
- Teatro Teclumen Follow Spotlight

4. LCD PROJECTOR

- Barco Video - Graphic Projector (Type II) 5000 ANSI Lumens
- Acer Projector - 2000 ANSI Lumens

5. PROJECTION SCREEN

- Portable Screen 7' x 7'

- Boom Stand Microphone (suitable for live band and solo singer)
- Table Stand Microphone
- Sennheiser Collar and Cordless Microphone
- Conference Microphone Amplifier - Brahler ICS Master & Brahler ICS Set

6. MOTORISED SCREEN

- Songket 18' x 16'
- Sutra 20' x 16'

7. AUDIO MIXER - SPEAKERS

- Yamaha 32 Channel Audio L-R Mixer
- Yamaha 24 Channel Audio L-R Mixer
- Yamaha 16 Channel Audio L-R Mixer
- Tannoy V12 Foldback Speaker

SIMULTANEOUSLY INTERPRETATION SYSTEM - Booths and interpreting equipment can be hired when need arises. Personal Computers can be hired upon request.

HEAVY EQUIPMENT ACCESS

Sutra Multi-Function Hall is suitable for heavy equipment and machinery below 2.0 tonnes and it is complemented by a cargo access from loading area up to Level 4. Cargo lift maximum capacity is 2.5 tonnage.

Sutra Multi-Function ceiling height is 8.5 meters, while foyer ceiling height is 3.0 meters. Sutra entrance door height is 2.1 meters.

Business Centre - Meeting Room Specification: Level 3

	Measurement (Meters) L X W	Dimension-Gross Area M ²	Ceiling Height (Meters)	Banquet*	Buffet Meals**	Classroom	Theatre	Boardroom or Hollow Square	U- shape	Cocktail Reception	Booth Capacity 3m x 3m
Meeting Room 1	12 x 7	95	3	-	-	-	-	20	-	-	-
Meeting Room 2	8 x 7	64	3	-	-	-	-	10	-	-	-
Meeting Room 3	5 x 4	22	3	-	-	-	-	7	-	-	-
Meeting Room 4	8 x 4	26	3	-	-	-	-	5	-	-	-
Meeting Room 5	5 x 4	20	3	-	-	-	-	5	-	-	-

Meeting Room Specification: Level 4

	Measurement (Meters) L X W	Dimension-Gross Area M ²	Ceiling Height (Meters)	Banquet*	Buffet Meals**	Classroom	Theatre	Boardroom or Hollow Square	U- shape	Cocktail Reception	Booth Capacity 3m x 3m
Songket Ballroom	48 x 25	1,318	6	1,000	600	530	1,200	-	-	1,300	-
Songket I	25 x 14	547	6	240	140	180	250	40	30	300	-
Songket II	25 x 16	426	6	340	300	180	350	60	40	250	-
Songket III	25 x 16	346	6	180	150	180	200	40	30	250	-
Songket I, II	31 x 25	973	6	520	440	250	600	60	50	750	-
Songket II, III	33 x 25	771	6	540	450	250	-	80	70	700	-
Sutra Function Hall	35 x 25	850	8	600	500	390	800	60	60	600	30
Meeting Room I	16 x 6	123	3	48	40	30	100	30	25	70	-
Meeting Room 2	13 x 7	109	3	48	40	30	60	20	10	50	-
Meeting Room 1 & 2	30 x 7	232	3	104	90	70	170	50	40	150	-
Meeting Room 3	16 x 7	132	3	60	54	30	100	20	20	70	-
Meeting Room 4	13 x 7	109	3	60	54	30	100	20	20	70	-
VIP Assembly Hall	30 x 14	138	3	180	150	-	100	-	-	250	-
Pool Side - Open Air	28 x 27	270	-	100	-	-	-	-	-	130	-

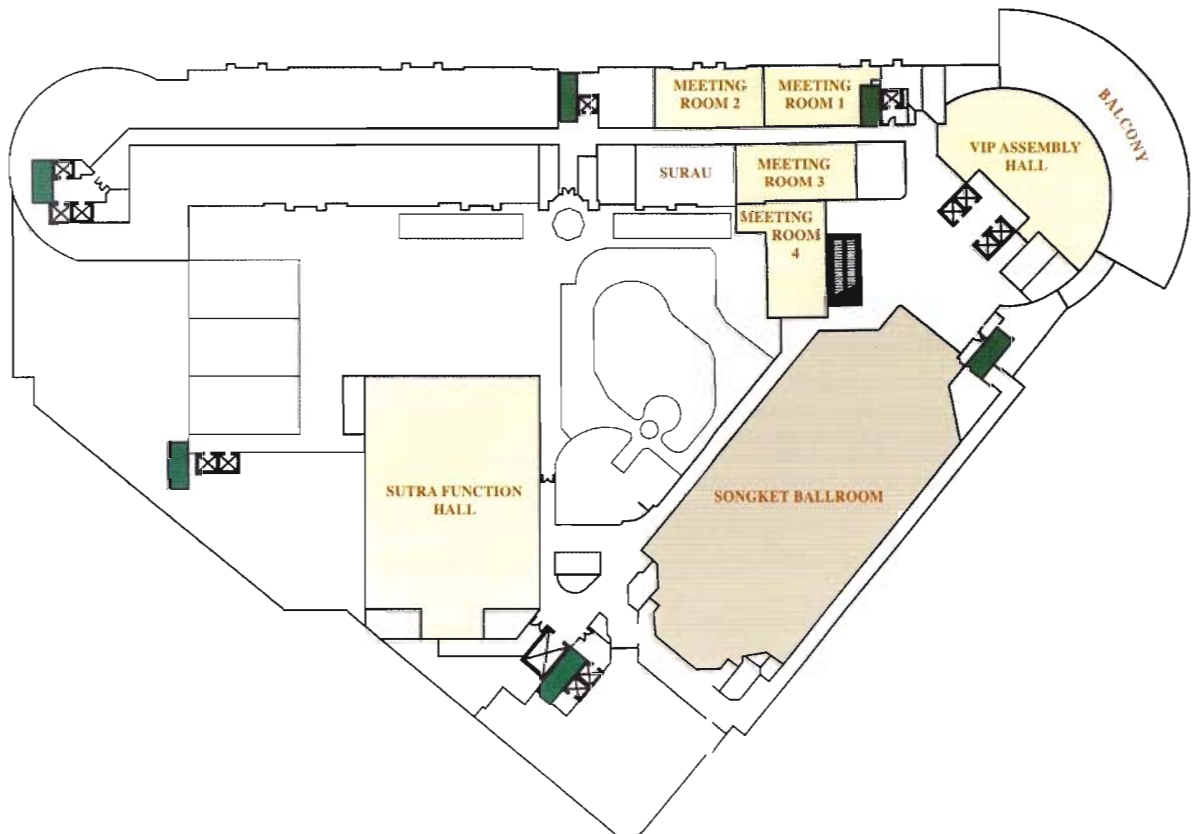
* Table of 12 persons

** Table of 10 persons

Level 3 Layout



Level 4 Layout



SURVIVOR'S GUIDE FOR BRUNEI

Country Name : Negara Brunei Darussalam (The Country of Brunei, Abode of Peace)

Location : Located in the north western shores of the island of Borneo and border's with Malaysian state of Sarawak except for the North along the 161-km long coastline which borders South China Sea.

Capital City : Bandar Seri Begawan, in the Brunei-Muara district.

Climate : Pleasant equator climate year-round with temperatures between 23°C to 32°C. There is no rainy season, although the months from November to March tend to bring heavy but short showers.

Safety and Health : Brunei lies outside the typhoon belt and with no volcanoes. The state is free from tropical diseases and its healthcare system ranks among the best in Asia.

Currency : The local currency in Brunei dollars and cents. Dollar notes are available in denominations of \$1, \$5, \$10, \$50, \$100, \$1,000 and \$10,000. Coins are in 1, 5, 10, 20 and 50 cents denominations. Brunei currency is on par with the Singapore dollar.

Getting Here : Royal Brunei Airlines (www.bruneiair.com) flies to most major destinations in South Asia, Asia Pacific, Middle East, London and Frankfurt. Regional carriers such as Malaysia Airlines, Thai Airways and Singapore Airlines provide easy connection to rest of the world via their hub in Kuala Lumpur, Bangkok and Singapore.

Travel Documents : The government of Brunei Darussalam requires visitors to be in possession of a valid passport.

Visas : Australian, German Malaysian, South Korean, Singaporean, British nationals with the right of abode in the United Kingdom and Oman, United Arab

Emirates and New Zealand nationals are exempted from the requirement to obtain a visa for visits not exceeding 30 days. American passport holders can enter Brunei Darussalam for three months without visas. For nationals of Belgium, Canada, Denmark, France, Indonesia, Italy, Japan, Luxembourg, Republic of Maldives, Norway, Netherlands, Peru, Poland, the Philippines, Spain, Sweden, Switzerland, Thailand and the Principality of Liechtenstein, visas are waived for 14-day visits. Nationals of Australia are issued visas on arrival at the Brunei International Airport for visits not exceeding 30 days.

All other nationals entering Brunei Darussalam must have visas obtainable from any Brunei Darussalam diplomatic missions abroad. These visas are normally issued for a two-week stay but can be renewed in Brunei. Visitors must have onward tickets or sufficient funds to support themselves while in the country.

NB For more details, please contact your nearest Brunei Embassy or diplomatic representative.

Customs : Subject to Section 9, Part B of the Customs Import Duties Order 1973, arriving passengers over 17 years of age are eligible for the following concessions:

Used Personal Effects

Cigarettes	200 sticks
Tobacco	200 grams
Perfume	60ml
Eau de Toilette	250ml

Alcohol : A non-Muslim over 17 years of age is allowed to bring in not more than two bottles of liquor (about 2 quarts) and 12 cans of beer for personal consumption, which must be declared to customs upon arrival by the passenger himself/herself. Failure to declare to customs is an offence punishable under the Customs Act.

Common Courtesies:

- Tourists are required to observe the local code and should understand that revealing clothes are considered to be immodest and therefore socially unacceptable.
- Bruneians shake hands by slightly touching the hands and then bringing the hand to the chest: it is customary not to shake hands with members of the opposite sex. You should not point with your finger; instead use the thumb of your right hand with the four fingers folded beneath it.
- When visiting a mosque, you should always remove your shoes first and should not pass in front of a person in prayer or touch the Qu'ran. Women should cover their heads and not have their knees or arms exposed.
- Gifts (particularly food) should only be passed with the right hand, although it is acceptable to use the left hand to support the right wrist.
- It is polite to accept even just a little food and drink when offered. When refusing anything offered, it is polite to touch the plate lightly with the right hand.
- During the Islamic fasting month of Ramadan, Muslims do not take food from sunrise to sundown. It would be inconsiderate to eat or drink in their presence during this period.

