

FPAM Room Booking Guide - Simple Steps

How to Book FPAM's Training Room or Consultation Room via FPAM Website

Step 1: Access Booking System

- Go to FPAM website (<https://fpam.org.my>)
- Click "Contact Us" and select "Book a Space" (<https://fpam.org.my/book-a-space>)

Step 2: Choose Room Type

- Training Room (Mon-Sat: full day, 9:00 a.m. – 5:00 p.m.) – RM150 per day
- Consultation Room (4-hours per session) – Free of charge

Step 3: Pick Date and Time

- Select an available date from the calendar
- Choose a time slot that works for you (this applies only to Consultation Room bookings)

Step 4: Fill in Details

Your Information:

- Full name
- Email address
- Please share anything that will help prepare for our meeting.
Enter the following details:
 - ➔ Your membership number
 - ➔ Event title/purpose
 - ➔ Number of attendees

Step 5: Review and Schedule Event

- Double-check all details
- Click "Schedule Event"
- Save event confirmation email

Step 6: Day of Event

- Arrive 30 minutes early
- Check equipment works
- Clean up after use

Terms and Conditions

- Book at least 3 days in advance
- FPAM allows only 2 rescheduling requests per booking
- For training room bookings, bank in payment of RM150 into FPAM's bank account 121090010005395 three (3) days before the event
- Please email the payment slip to info@fpam.org.my after payment is completed
- A refundable deposit of RM200 is required for all bookings, to be paid in cash on the day of the event. The deposit will be returned if the room is left in its original condition.

- For training room: A RM50 per hour charge applies if you use the training room after the booked time. (5:00 p.m.)
- FPAM will not be responsible or accountable for any loss, damage, or injury that may occur from using the facilities. Users assume full responsibility for their safety and belongings while on the premises.

Need Help?

Visit fpam.org.my or contact FPAM administration for support.