

**PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD**

Dated: \_\_\_\_\_

**A.R. Kemal Conference Booking Form**

1.	Name in Block Letter	
2.	Designation	
3.	Event for which Conference Room required	
4.	Date of Booking	
5.	Time	
6.	Number of Participants	
7.	Refreshment needed or not	
8.	Special instructions, if any	

\_\_\_\_\_  
Signature

Head of Department

Registrar

1.	The Requisition Form must be submitted 24 hours before use of Conference Room.
2.	Use of Conference Room will not be allowed without prior approval.
3.	Use of Conference Room beyond the booking hours will not be allowed.