

MPC - Focus Group Discussion (FGD)  
01/14/2021



January 06, 2021

Dear Mr Rahman,

Malaysia Productivity Corporation - Focus Group Discussion (FGD) on 14th January 2021

Thank you for considering the Hilton Petaling Jaya hotel for your upcoming event. Just 15 minutes outside the Malaysian capital, our address is a coveted destination for contemporary meetings and events. We have achieved a unique blend of swaying palms and cutting-edge technology, Balinese furnishings and urban sophistication. This is a place where executives can gather, share ideas, and propel their business into the 21<sup>st</sup> century. Allow our enthusiastic staff to make it a memorable journey for your delegates.

At Hilton, we understand the importance of every detail. From the initial phone call to the final handshake, we will be at your side to coordinate room blocks, entertainment, lighting and the catering menus. So relax, settle into the unique serenity of the East, and enjoy all that Hilton has to offer.

Please take a moment to review the links at the bottom which offer more information. If you would like to reply, see my contact details below.

*Marzianie Basaludin*

Marzianie Basaludin  
Senior Sales Manager  
Hilton Petaling Jaya  
Phone : 60192838412  
Email: [marzianie.basaludin@hilton.com](mailto:marzianie.basaludin@hilton.com)



## PROPOSAL PREPARED FOR: MPC - FOCUS GROUP DISCUSSION (FGD)

### Event Agenda

Time	Name	Room	Type	Guests	Setup
<b>Thu 01/14/2021</b>					
9:00 AM - 6:00 PM	Full Day Meeting	Poinsettia Suite 1 & 2	Package Meeting	20	U Shape
10:00 AM - 10:30 AM	Package Break AM	Level 2 Foyer	Package Break AM	20	Coffee Station
12:00 PM - 1:00 PM	Package Lunch	Paya Serai Restaurant	Package Lunch	20	Existing Setup
3:00 PM - 3:30 PM	Package Break PM	Level 2 Foyer	Package Break PM	20	Coffee Station

**Full Day Meeting Package at MYR 138.00nett per person inclusive of One (1) Business Lunch and Two (2) Coffee Break with Three (3) snack items :-**

- Plenary Meeting Room Hire(9AM - 6PM)
- Morning Coffee Break with three (3) snack items
- 1 x Business Lunch at Paya Serai Restaurant
- Afternoon Coffee Break with three (3) snack items
- Light web browsing internet access for all participants
- Complimentary usage of one unit LCD projector and screen
- Complimentary usage of one unit of wireless microphone with rostrum
- Complimentary usage of one unit flipchart and whiteboard with assorted markers
- Use of meeting amenities for all conference guests (Note pad and pencils)
- Bottled water and mints

**In addition to the above, we can also offer the following:-**

- Basement parking is at MYR 12.00 nett per entry per car with event validation
- Valet parking is at MYR 30.00 nett per entry per car

The rate quoted is subject to 10% Service Charge and prevailing government taxes. (Service Tax exemption for hotels is for the period from 1st March 2020 to 30th June 2021)

Please take note that quoted and contracted rates are subject to change in accordance to any Service Charge and Tax Legislation revisions imposed by Malaysian State or Malaysian Local government authorities. These changes are outside the realm of responsibility or inclusion on the part of Hilton Petaling Jaya and such changes shall be borne in full by **Malaysia Productivity Corporation**

**Please note that the offer is valid up to 8th January 2021. Space is subject to availability upon confirmation**

Choose from 18 function rooms featuring state-of-the-art equipment for all types of events.

For larger celebrations, the pillar-less Kristal Ballroom will make a lasting impression. Hilton Meetings caters to the needs of small to medium-sized groups. Modern technology, dedicated Team Members and creative dining options combine for a memorable experience.

We are pleased to inform that our Hotel carries a wide range of audio visual equipment. A list of equipment is available on request. High-speed broadband access is also available.

LCD Projector (2,700 ANSI Lumen) **MYR 600.00nett** per unit per usage  
DLP Projector (6,500 ANSI Lumen) **MYR1,200.00nett** per unit per usage  
DLP Projector (8,200 ANSI Lumen) **MYR 2,000.00nett** per unit per usage  
DLP Projector (10,000 ANSI Lumen) **MYR 3,000.00nett** per unit per usage  
Projector screen (Front, 10ft x 14ft) **MYR 700.00nett** per unit per usage  
Cordless microphone **MYR 200.00nett** per unit per usage

## FACT SHEET

---

### HILTON PETALING JAYA HOTEL

- Serenity. Hospitality.
- 45 Minutes from Airport

### ACCOMMODATION

- 553 Guest Rooms & Suites
- City Views through Large Windows
- Yukata (Japanese Cotton Kimono)
- Mini Bar
- High Speed Internet Access
- Work Desk with Adjustable Lamp
- Cable Television
- Concierge Desk

### MEETINGS & EVENTS

- 1,833 Sq. M. / 19,727 Sq. Ft. of Function Space
- 828 Sq. M. / 8,917 Sq. Ft. Kristal Ballroom
- 288 Sq. M. / 3,096 Sq. Ft. Serunai Suite
- Executive Boardroom
- Poolside
- 17 Function Rooms
- Events Up to 1,000 Guests
- Social Events & Weddings
- Full Service Catering

### TECHNOLOGY

- High Speed Internet Access
- Complimentary Wi-Fi in Executive Lounge
- On-Site Audiovisual & Videoconferencing Services
- Business Centre

### RECREATION

- Landscaped Outdoor Pool
- Clark Hatch Fitness Centre
- Clark Hatch LifeSpa
- Nearby Golf & Tennis
- Lagoon Theme Park
- Kuala Lumpur Entertainment & Nightlife

### CLARK HATCH LIFESPA

- 6 Treatment Rooms
- Massage
- Body Scrubs & Wraps
- Facials
- Salon Services
- Jacuzzi®
- Steam & Sauna Facilities
- Central Sound System with Soothing Melodies

### DINING

- Toh Yuen Chinese Restaurant
- Paya Serai Restaurant
- Genji Japanese Restaurant
- Caffè Cino
- Uncle Chilli's
- Red
- 24-Hour In-Room Dining





## CONNECT+ AT HILTON WORLDWIDE

---

We believe in the power of bringing people together to share, engage and connect. That's why we created Connect+, a dynamic collection of more than 100 of our largest hotels combined with our highest level of planning and event expertise and support.

### THE CONNECT+ APPROACH

Connect+ brings people together for memorable events at exceptional destinations.

We are dedicated to communication, setting the stage for your next successful meeting or conference, and providing an environment suited to refreshing and relaxing activities once the day's work is done.

No matter how big or complicated the task, Connect+ delivers results - return on investment in the form of both value, and the valued connections that only face-to-face experiences can provide.

Every hotel in the Connect+ collection is in a destination city, with large-scale features including approximately 450+ rooms or 40,000 sq. ft. or more of meeting space. So you know you can rely on us to accommodate events of all sizes.

Connect+ is about service as well as scale - we'll be your partners through every step of the planning and production process. We look forward to hosting your next conference, meeting or other event.

We have harnessed the best tools of your trade to make the planning process the best possible experience. [Click here to learn more](#) about innovative resource guides, getplanning app, PSAV Event Technology and space diagrams.



The Hilton Petaling Jaya rests 45 minutes from the Kuala Lumpur International Airport, just outside the capital city. Come indulge your taste for urban tranquility. Surrounded by the business and entertainment districts, our serene destination brings out the best in both Hilton and Malaysian hospitality.

You can expect superior accommodation in our 553-room hotel. Subtle touches, such as Balinese furnishings and Japanese Yukata robes, offer a relaxing ambience. High speed Internet access and a spacious work desk help every executive stay productive. Select your favourite—Chinese, Japanese, or urban fusion at any of our five restaurants and cafés. Then, release your energy in our Clark Hatch Fitness Centre. The outdoor pool is a popular gathering place for cocktails and conversation. In addition, the on-site Clark Hatch LifeSpa will renew the creativity and wellness of your attendees, helping every delegate remain relaxed and focused on the task at hand. We provide the amenities you need for a successful function. All you need to do is arrive.

The Hilton Petaling Jaya features 17 function rooms, including an Executive Boardroom and pillarless ballroom. From the Executive Lounge, featuring complimentary Wi-Fi, to any one of our five restaurants, we will help you get creative with the venue options. Come convene in a place that will make your priorities its own. Come meet at Hilton.

On behalf of our staff, we look forward to welcoming you to Petaling Jaya.

Please feel free to contact me for any further information that might be helpful.

Sincerely,

Edmund Lee  
Commercial Manager  
Hilton Petaling Jaya  
Email: [Edmund.lee@hilton.com](mailto:Edmund.lee@hilton.com)



## ACCOMMODATION

---

The serenity of Malaysia and the East permeates every detail of the 553 guest rooms and suites of the Hilton Petaling Jaya hotel. You will find it in the little details: the Yukata kimono waiting for you in the bath, the bright windows, the scent of your morning coffee. It is a serenity that will last through a hectic morning of meetings and a flush of emails. It will buoy the spirit, and carry you through a successful day in the boardroom, back to the calm and comfort of your accommodation. Whether you browse the Internet, indulge in a snack from the mini bar, or just sink into the cloud-soft bedding, you will find we have anticipated your every need at Hilton.

### EXECUTIVE LEVEL

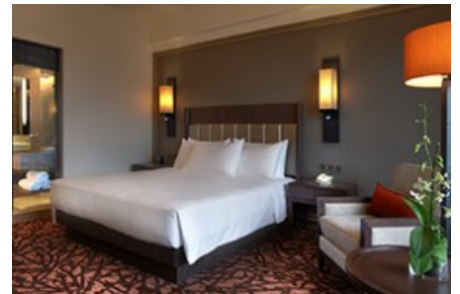
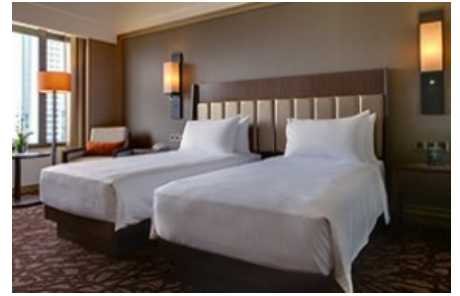
Hilton's Executive Level places attendees a cut above the company. Access to the floor's Executive Lounge delivers complimentary continental breakfast, refreshments and wireless Internet access. In-room amenities are upgraded, including marble baths, daily newspaper delivery and reduced rates on high speed Internet access.

### AVAILABLE AMENITIES

- City Views through Large Windows
- Local Newspaper Delivery, Weekdays
- Yukata (Japanese Cotton Kimono)
- Marble Bathroom
- Mini Bar
- Coffee Maker
- Hair Dryer
- High Speed Internet Access
- Work Desk with Adjustable Lamp
- Telephone with Voice Mail & Data Port
- Cable Television
- In-Room Safe
- Non-Smoking Rooms
- Accessible Rooms

### AVAILABLE GUEST SERVICES

- Concierge Desk
- Multilingual Staff
- Business Centre
- Complimentary Wi-Fi in Executive Lounge
- [Recreation](#) Options
- 24-Hour In-Room Dining
- Baggage Storage & Luggage Hold
- Foreign Currency Exchange
- Complimentary On-Site Parking
- Valet Parking Available
- Car Rental Desk
- Local Area Transportation
- Safety Deposit Box
- Beauty Salon
- Florist
- Clothing Store
- Newsstand & Gift Shop





## RECREATION

---

Imagine the refreshment, the focus that will come after your attendees spend valuable downtime under sunny Malaysian skies. At the Hilton Petaling Jaya hotel, we offer options. After a morning spent in the Clark Hatch Fitness Centre, delegates' ideas will flow as rapidly as their heart rates. An afternoon swimming in the outdoor pool will wash off the day's stress like rainwater. The on-site Clark Hatch LifeSpa can also be utilised for meeting break chair massages, bridal party pampering, or well-deserved incentives for your top-performing executives.

Our concierge will be delighted to assist with all your recreational pursuits.

- Landscaped Outdoor Pool
- Clark Hatch Fitness Centre
- [Clark Hatch LifeSpa](#)
- Nearby
  - Golf Course & Driving Range
  - Hiking & Walking Trails
  - Jet Skiing & Water Sports
  - Jogging Track
  - Tennis Court



## CLARK HATCH LIFESPA

---

Located within steps of the fast-paced boardroom, lies the Clark Hatch LifeSpa at the Hilton Petaling Jaya hotel. While only steps away, it is like another world. Every detail, from the Balinese furniture to the lemongrass, peppermint and lavender scents, reflects the Asian philosophy of wellbeing. Choose one of six treatment rooms, and begin your journey to Cloud Nine. Massage, facials, and body treatments will heal the spirit of any executive. A relaxing Jacuzzi®, steam and sauna facilities will help the rejuvenation sink in. Show your attendees you understand their need to relax. Introduce them to Clark Hatch's Art of Wellness.

- 6 Treatment Rooms
- Massage
- Body Scrubs & Wraps
- Facials
- Salon Services
- Jacuzzi®
- Steam & Sauna Facilities
- Central Sound System with Soothing Melodies



## DINING

Malaysia is a flavourful land. It is central to Thailand, Japan, China, and Vietnam, with the salt of the South China Sea lapping at its coastlines. It is no wonder, then, that its cuisine represents all the colour and diversity of its people. Dine at the Hilton Petaling Jaya hotel, and taste the same twinge of excitement that wafts above the palms in the evening air.

### TOH YUEN CHINESE RESTAURANT

Peking Duck and fresh seafood introduce attendees to authentic Chinese fare in Toh Yuen Chinese Restaurant. The main dining room is warm and inviting, while four private dining rooms welcome special family occasions or business functions. No matter the event, Toh Yuen is an exceptional choice for lunch or dinner.

### PAYA SERAI RESTAURANT

Paya Serai Restaurant's chic interior suggests hints of the international. Sparks and scents from the open kitchen suggest Malaysian hospitality. Beginning with breakfast, through lunch and into a sumptuous dinner, this all-day dining destination piques any appetite.

### GENJI JAPANESE RESTAURANT

The six private "tatami" dining rooms in Genji Japanese Restaurant set an intimate stage for business luncheons or a working dinner. Black and white prints of rural Japan mingle with fine art along its walls. Traditional Kaiseki Sets and enticing wines mingle on the palate. Join us for lunch or dinner and indulge in smart, Japanese flavour.

### CAFFÈ CINO

Fusion juice. Freshly brewed coffee. The tastes and flavours of Caffè Cino ensnare the senses and compel the busiest executives to linger far into the morning. Chic and urban, this café expresses Hilton's hospitality well.

### UNCLE CHILLI'S

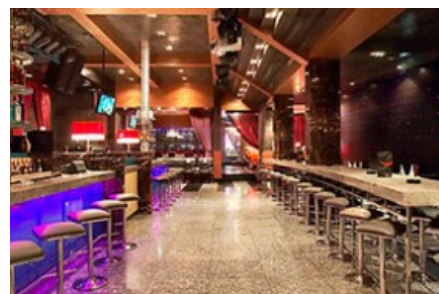
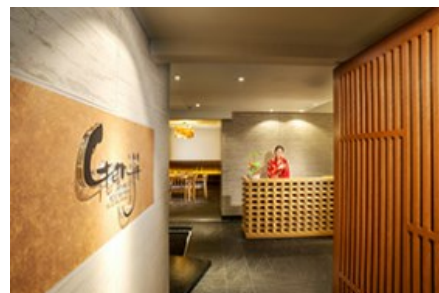
Let the tides of the evening wash you onto the dance floor of Uncle Chilli's. Soft lighting, daiquiris and margaritas flow in time to the beats from the live band or DJ. Come host an event amid our contemporary ambience. The most buttoned up executive will remember what it means to have fun.

### RED

Located inside Uncle Chilli's, Red is a stylish lunch and dinner destination. Mediterranean dishes and cocktails compete for menu space, offering indulgence within this red and black themed destination.

### 24-HOUR IN-ROOM DINING

Enjoy the convenience of our specialties delivered to your guest room or suite whenever the mood strikes.



## EVENTS

Centrally located in the city's business district, the Hilton Petaling Jaya hotel is ideally situated for important functions. Surrounded by a swirl of Malaysian culture and economy, our address adds a touch of the exotic to your conference or banquet. Come explore the possibilities. Your group will enjoy staying within 15 minutes of downtown Kuala Lumpur, and all the diversions there that help spark the imagination.

Please review below our exceptional event services:

### MEETINGS & FUNCTIONS

The Hilton Petaling Jaya hotel features 1,833 square metres / 19,727 square feet of function space, all awash in natural lighting with sparkling views of the city. Host a conference in the 828-square-metre / 8,917-square-foot Kristal Ballroom, a pillarless space accommodating up to 1,000 guests. Gather for a banquet or corporate presentation in the 288-square-metre / 3,096-square-foot Serunai Suite, or treat them to an al fresco cocktail reception by the beautifully landscaped pool. Our staff is well versed in the demands of today's business travellers, and will help you bring out the best of your event. Lighting, floral design, and entertainment will all come together seamlessly. The catering will impress your guests with an infusion of Asian flavour. Allow our event planners to help you make the most of your time here. We look forward to welcoming you to the Hilton Petaling Jaya hotel.

- 1,833 Sq. M. / 19,727 Sq. Ft. of Function Space
- 828 Sq. M. / 8,917 Sq. Ft. Kristal Ballroom
- 288 Sq. M. / 3,096 Sq. Ft. Serunai Suite
- Executive Boardroom
- Poolside
- 17 Function Rooms
- Events up to 1,000 Guests
- Social Events & Weddings
- Full Service Catering

### TECHNOLOGY

The Hilton Petaling Jaya hotel is a hotbed of modern technology. High speed Internet access is available in all 21 of our function rooms. Executive Level guests enjoy complimentary Wi-Fi in the Executive Lounge. We also provide on-site audiovisual and videoconferencing capabilities to pave the way for flawless presentations, backed by the services of a state-of-the-art Business Centre.

- High Speed Internet Access
- Complimentary Wi-Fi in Executive Lounge
- On-Site Audiovisual & Videoconferencing Services
- Business Centre

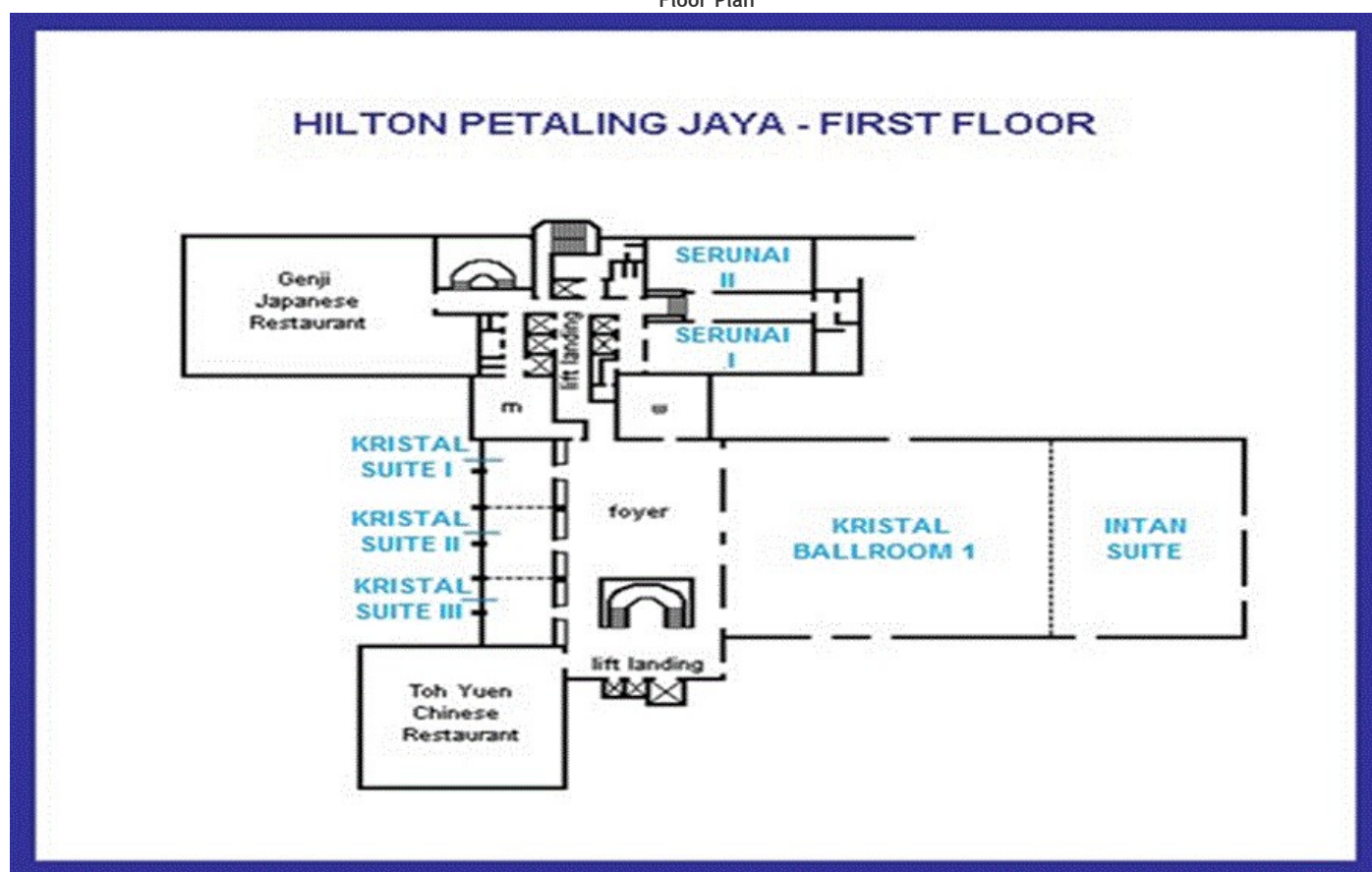
We look forward to working with you.



## FUNCTION SPACE

Name	Location	Dimens. (M.)	Area (Sq. M.)	Height (M.)	Banquet (Rounds)	Reception (Standing)	Classroom	Theatre	U-Shape	Boardroom
Kristal Ballroom 1	1st Floor West Wing	24.63 x 21.50	529.5	5.25	250	500	200	500	60	60
Intain Suite	1st Floor East Wing	13.90 x 21.50	298.9	5.25	150	200	80	150	40	40
Kristal Ballroom	1st Floor West Wing	38.53 x 21.50	828.4	5.25	650	900	400	800	100	100
Kristal Suite 1	1st Floor West Wing	7.85 x 6.40	50.2	3.8	30	40	15	40	15	15
Kristal Suite 2	1st Floor West Wing	7.70 x 6.40	49.3	3.8	30	40	15	40	15	15
Kristal Suite 3	1st Floor West Wing	7.47 x 6.40	47.8	3.8	30	40	15	40	15	15
Kristal Suite 1 & 2	1st Floor West Wing	15.55 x 6.40	99.52	3.8	60	70	36	80	25	25
Serunai Suite 1	1st Floor East Wing	15.80 x 7.20	113.8	2.7	60	70	36	80	25	25
Serunai Suite 2	1st Floor East Wing	15.80 x 7.20	113.8	2.7	60	70	36	80	25	25
Serunai Suite 1 & 2	1st Floor East Wing	15.80 x 7.20	287.6	2.7	120	140	60	120	30	30

Floor Plan



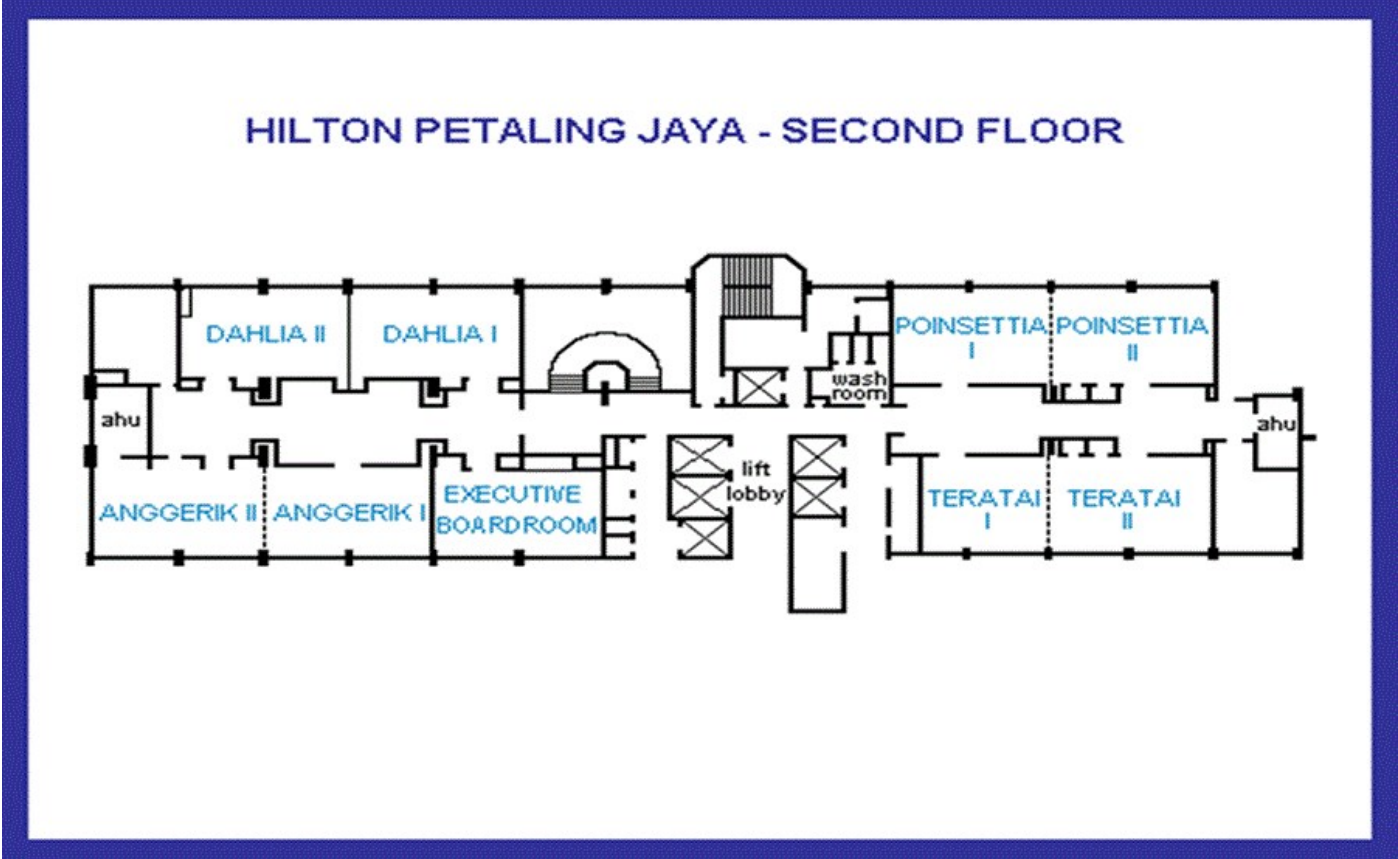
[Back to Chart](#)

Name	Location	Dimens. (M.)	Area (Sq. M.)	Height (M.)	Banquet (Rounds)	Reception (Standing)	Classroom	Theatre	U-Shape	Boardroom
Teratai Suite 1	2nd Floor East Wing	7.30 x 6.50	47.5	2.6	30	40	15	40	15	15
Teratai Suite 2	2nd Floor East Wing	8.50 x 6.50	55.3	2.6	30	40	15	40	15	15
Teratai Suite 1 & 2	2nd Floor East Wing	15.80 x 6.50	102.8	2.6	60	70	36	80	25	25
Poinsettia Suite 1	2nd Floor East Wing	8.50 x 6.50	55.3	2.6	30	40	15	40	15	15
Poinsettia Suite 2	2nd Floor East Wing	8.50 x 6.50	55.3	2.6	30	40	15	40	15	15
Poinsettia Suite 1 & 2	2nd Floor East Wing	17.00 x 6.50	110.5	2.6	60	70	36	80	25	25
Anggerik Suite 1	2nd Floor East Wing	9.00 x 6.00	54	2.6	30	40	15	40	15	15
Anggerik Suite 2	2nd Floor East Wing	9.00 x 6.00	54	2.6	30	40	15	40	15	15
Anggerik Suite 1 & 2	2nd Floor East Wing	18.00 x 6.00	108	2.6	60	70	36	80	25	25
Dahlia Suite 1	2nd Floor East Wing	9.00 x 6.00	54	2.6	30	40	15	40	15	15
Dahlia Suite 2	2nd Floor East Wing	9.00 x 6.00	54	2.6	30	40	15	40	15	15



Dahlia Suite 1 & 2	2nd Floor East Wing	18.00 x 6.00	108	2.6	60	70	36	80	25	25
Executive Boardroom 1	2nd Floor East Wing	8.50 x 6.00	51	2.6	-	-	-	-	-	10
Rafflesia Suite	1st Floor West Wing	9.45 x 9.45	89.3	3.3	60	70	36	60	25	25

Floor Plan



[Back to Chart](#)

## CONTACT US

---

Marzianie Basaludin  
Senior Sales Manager  
Email : [marzianie.basaludin@hilton.com](mailto:marzianie.basaludin@hilton.com)  
Phone : 60192838412

Lore Yun Yee  
Director of Sales - Groups, Conference & Events  
Email : [Lore.YunYee@hilton.com](mailto:Lore.YunYee@hilton.com)  
Phone : 60376249125  
Fax : 60379577294

Hilton Petaling Jaya  
No 2 Jalan Barat  
Petaling Jaya 46200  
Malaysia  
Email : [petaling-jaya@hilton.com](mailto:petaling-jaya@hilton.com)  
Phone : 60-3-7955-9122  
Fax : 60-3-7955-3909  
Website : [www.hilton.com/petalingjaya](http://www.hilton.com/petalingjaya)