

UKM Medical Molecular Biology Institute (UMBI) Tour Request Form

Requests for tours of UKM Medical Molecular Biology Institute (UMBI) are frequent and need to be carefully managed to protect staff and student privacy, as well as ensure there is no disruption to UMBI services. Tours must be led by UMBI staff and are managed through the administration office.

Please complete the following and forward to farlizaz@ppukm.ukm.edu.my. Your request will be appropriately reviewed by the Management Team and you will be notified accordingly. Please ensure that where possible at least two timeframes are provided. If the Director is required to attend the tour, please provide at least one month's notice for the tour.

| | |
|-----------------------------------|---|
| Your name | |
| Contact details | |
| Telephone | |
| Email | |
| Purpose of the tour | (What is the reason of the tour) |
| Date | |
| Alternative date | |
| Time | [Time] proposed start time of tour |
| Location | Please note any specific areas of interest to this group or individual. <input type="checkbox"/> Proteomic Lab <input type="checkbox"/> Microarray Lab <input type="checkbox"/> Infectious Diseases Lab <input type="checkbox"/> C-Elegans Lab <input type="checkbox"/> Genomic Lab <input type="checkbox"/> Stem Cell & Cell Culture Lab <input type="checkbox"/> Biobank <input type="checkbox"/> Cell Biology Lab <input type="checkbox"/> Metabolic Lab <input type="checkbox"/> Reproductive Biology Lab |
| VIP attendance | Are there any VIPs in attendance? |
| Audience Size / Type | [Approximate audience type and size plus names and title of attendees] |
| Any other requirements? | |
| For completion by Director | |
| Director Approval | Note this form is aligned to the UMBI VIP procedure, which requires certain categories of visitor to be endorsed specifically by the Director. |
| Signed | |
| Date | |
| Comments | |