Important Note For Winner of "The Asia Pacific BOOK OF THE TOP – Recognition 2025"

1. **Programme (21 February 2025, Friday)**

   3:00pm to 4:00pm - Winners Registration (Compulsory for winners) and Video Interview
   4:00pm to 10:00pm - Award Presentation Ceremony (Chinese set "Halal" dinner)
   Venue : 14th Floor, Berjaya Times Square Hotel & Convention Centre Kuala Lumpur, Malaysia.

2. **Winners Registration and Video Interview** (For Award Winners Only)
   Winners Registration and Video Interview start from 3pm. The Winner registration counter will be **closed by 4:00pm.** Sash, Award Pin, corsage and awarding protocol will be given. **Please depart early to avoid heavy traffic jam** in the evening at city Golden Triangle area.

3. **Guest Arrival**
   Please remind your guest **bring along the invitation card** and **arrive by 4:00pm.** No Registration needed. Seating arrangement is according to the table number stated on the card. **Please depart early to avoid heavy traffic jam** in the evening at city Golden Triangle area.

4. **Dress Code**
   Dressing code for winners and guest is **Tuxedo/ Black Tie/ Evening Dress/ Formal Attire**.

5. **Dinner**
   Cordial punch is available from 4pm to 5pm at Foyer of the Ballroom. There are exhibition booths not to be missed too. Chinese set "Halal" **dinner is served about 7:30pm right after the Award Presentation Ceremony.**

6. **Cashless Parking**
   Please inform your guest to **top up the Touch & Go physical card (min balance RM 20)** or bring along credit card as the hotel is implementing cashless parking.

7. **Booth**
   You can install your exhibition booth (if applicable) from **11am-1pm on 21 February 2025 (Friday).**

8. **Hotel Check-In**
   If you made the hotel booking through us, please proceed directly to hotel counter, checking in using the reservation code we sent to you. Security deposit is required by the Hotel.

9. **Inquiry**
   Should you have any inquiry, please do not hesitate to contact us : -

   PR Manager, **Ms. Janice +6011- 1213 1451**
   Administration Executive, **Ms. Wendy +6017-2156 220 / +6016-2094 766**

We are ready to assist you at the Berjaya Times Square Hotel from **20/02/2025 (Thursday) 5pm until 22/02/2025 (Saturday) 12 noon.**

From The Organising Committee