



INTERCONTINENTAL®  
KUALA LUMPUR



## MEETINGS & EVENTS GUIDELINES

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# GUIDELINES

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## Temperature scan and contact tracing

- A dedicated associate will record your name, contact details, body temperature and purpose of visit upon entry for contact tracing purpose.
- Infrared thermometers will be used to check the temperature of each guest walking in to the Hotel
- Rest assured that your data privacy is protected under our privacy statement. To view this, please visit [kualalumpur.intercontinental.com/privacy-statement](http://kualalumpur.intercontinental.com/privacy-statement)
- Any guest with high body temperature or showing any symptoms of COVID-19 will not be allowed access to the hotel

## Guests attending events or meetings in InterContinental Kuala Lumpur

- *Organisers of respective events or meetings are required to ensure attendance record is taken for contact tracing purposes to safeguard the interest of their attendees*

## Face mask / gloves

- All guest facing colleagues are required to wear a face mask or face shield
- All service associates are required to wear a face mask and gloves throughout service
- Guests are required to wear face masks during and throughout the event

## Hand sanitiser

Hand sanitiser stations will be made available at all public areas, restrooms, restaurants and at the entrance of meeting venues.

## Social distancing

Social distancing must be maintained at all times. Seating arrangements will be arranged by the Hotel to ensure a minimum distance of one (1) metre between each guest.

## Number of participants

- Maximum number of participants is 250 per event and subject to space capacity with social distancing minimum of one (1) metre
- As such, venues can only accommodate 50% of its usual seating capacity whilst ensuring a minimum distance of one (1) metre between each guest.

## Disinfecting / cleaning

Meeting venues are disinfected between each event throughout the duration of the event including prior to and after the event.

## Meal arrangements

- In order to reduce the risk of contamination, any consumables that would be used during a meeting will be made available for each individual with no sharing allowed
- Meals including refreshments must be pre-packed and consumed at the attendee's individual seating in the meeting venue or in a separate room
- Buffet style meals are strictly prohibited

# OUR CLEAN PROMISE

## IHG WAY OF CLEAN

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At InterContinental Kuala Lumpur, we adhere to IHG Way of Clean, our long-standing commitment to rigorous cleaning procedures.

IHG Way of Clean includes deep cleaning with hospital-grade disinfectants, and going forward guests can expect evolved procedures in every area of the hotel.

➤ **Reception**

Reduced contact at check-in, touchless transactions, front desk screens, sanitizer stations, sanitised key-cards, paperless check-out

➤ **Guest Room**

Visible verification of sanitized items (e.g. glassware, remote control), reduction of in-room furnishings/high-touch items, new laundry protocols, use of new technology

➤ **Public Spaces and Facilities**

Additional deep cleaning of high touch surfaces, social distancing, 'last cleaned' charts, best practices for pools, fitness centres and lounges

➤ **Food & Beverage**

New standards and service approach to buffets, banquets, room-service and catering

# MEET IN CONFIDENCE WITH SOCIAL DISTANCING IN PLACE



Social distancing of 1.5m between delegates



A maximum of three participants per table



A maximum seating of 200 participants in theater style



Up to 70 participants in classroom style set up



Cluster seating for a maximum of 96 participants

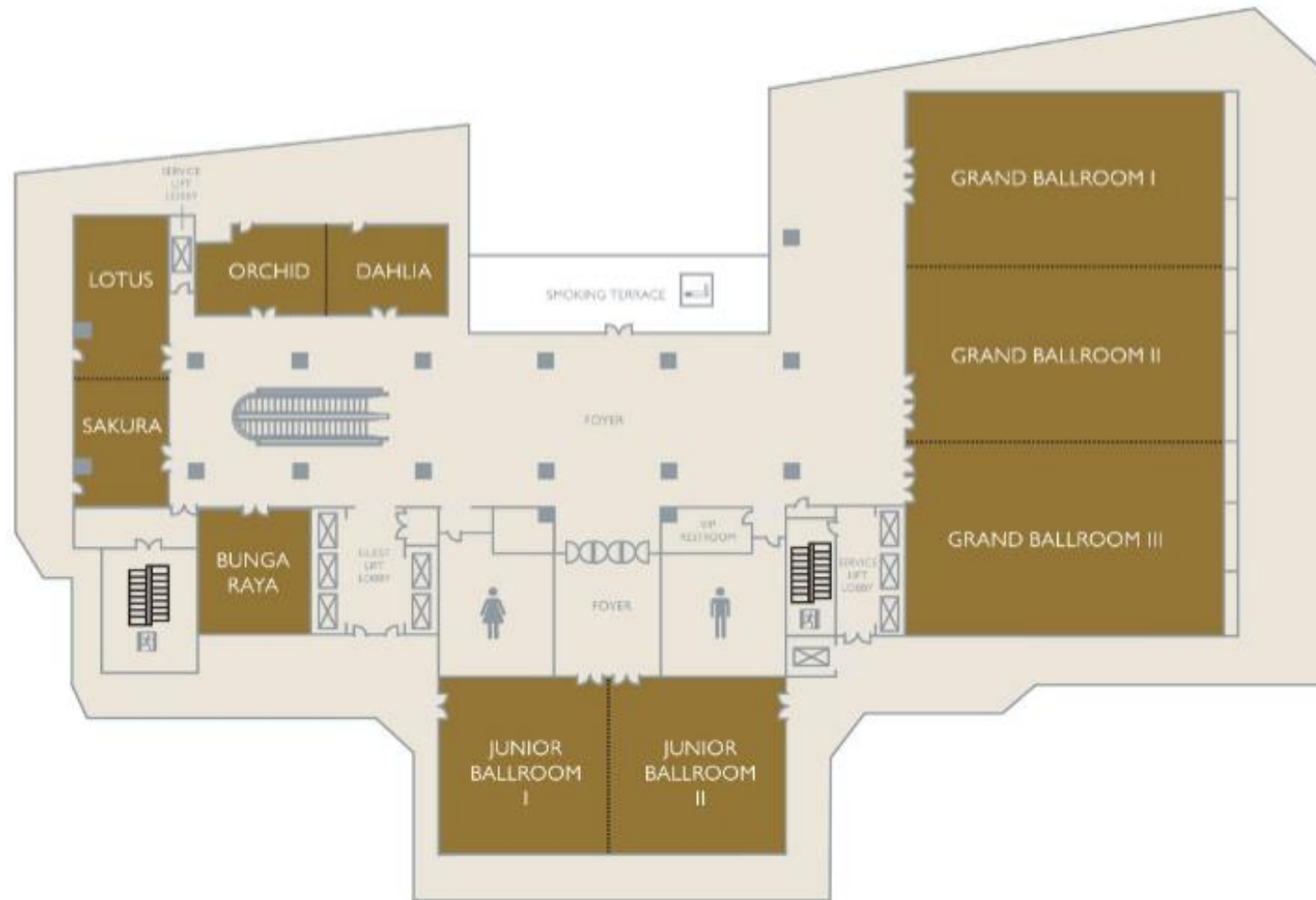


Flexible set up for any occasion

# BALLROOM CAPACITY

| Ballroom          | Size (sqm) | Theatre | Classroom | U-shape | Boardroom | Cluster | Dimensions (m)<br>Length x Width | Height<br>(m) |
|-------------------|------------|---------|-----------|---------|-----------|---------|----------------------------------|---------------|
| Grand Ballroom    | 936        | 200     | 70        | 32      | 40        | 96      | 24 x 39                          | 9             |
| Ballroom 1        | 336        | 70      | 28        | 18      | 17        | 36      | 24 x 14                          | 9             |
| Ballroom 2        | 288        | 60      | 21        | 18      | 17        | 24      | 24 x 12                          | 9             |
| Ballroom 3        | 336        | 70      | 28        | 18      | 17        | 36      | 24 x 14                          | 9             |
| Junior Ballroom   | 312        | 60      | 32        | 18      | 18        | 30      | 13 x 24                          | 8             |
| Junior Ballroom 1 | 156        | 30      | 16        | 9       | 9         | 15      | 13 x 12                          | 8             |
| Junior Ballroom 2 | 156        | 30      | 16        | 9       | 9         | 15      | 13 x 12                          | 8             |

# BALLROOM LAYOUT



LEVEL 2

## FUNCTION ROOM CAPACITY

| Function Room | Size (sqm) | Theatre | Classroom | U-shape | Boardroom | Cluster | Dimensions (m)<br>Length x Width | Height (m) |
|---------------|------------|---------|-----------|---------|-----------|---------|----------------------------------|------------|
| Bunga Raya    | 80         | 16      | 12        | 8       | 7         | 12      | 10 x 8                           | 3          |
| Sakura        | 63         | 12      | 6         | 5       | 5         | 9       | 7 x 9                            | 3          |
| Lotus         | 60         | 21      | 20        | 11      | 9         | 15      | 7 x 12                           | 3          |
| Orchid        | 64         | 12      | 6         | 5       | 5         | 9       | 8 x 8                            | 3          |
| Dahlia        | 64         | 12      | 6         | 5       | 5         | 9       | 8 x 8                            | 3          |
| Lavender      | 100        | 12      | 9         | 6       | 5         | 9       | 10 x 10                          | 3          |
| Tulip         | 110        | 16      | 12        | 8       | 7         | 12      | 10 x 11                          | 3          |
| Jasmine       | 36         | 6       | 4         | 5       | 5         | 3       | 6 x 6                            | 3          |
| Poolside      | -          | -       | -         | -       | -         | 13      | -                                | -          |

# THEATRE SEATING



Theatre set up can accommodate up to 200 delegates.



# CLASSROOM SEATING



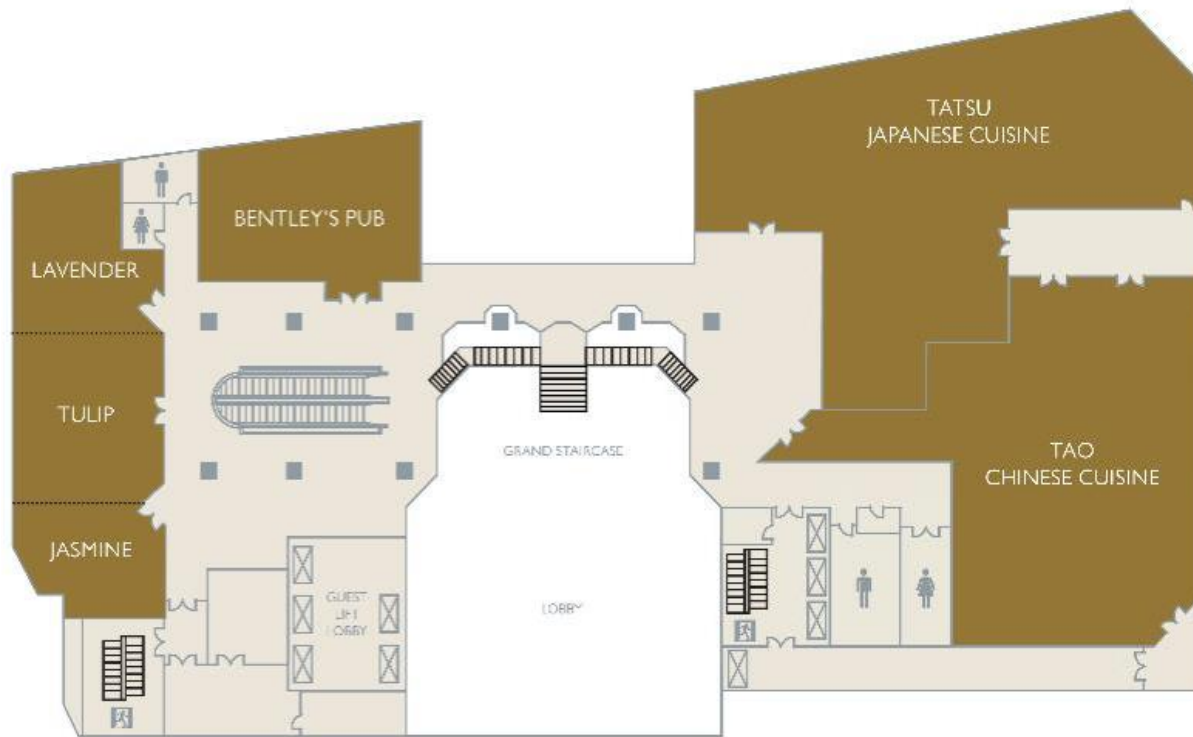
Classroom setting with social distancing in mind.

# CLUSTER SEATING

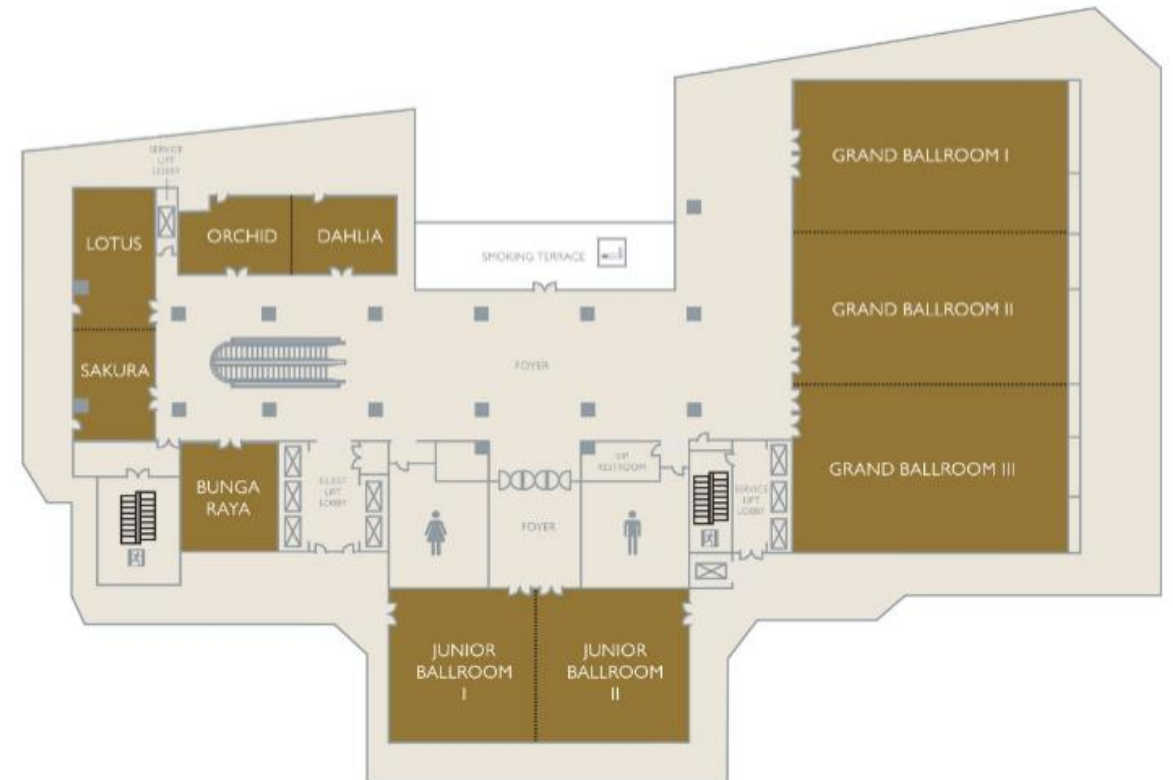


Banquet setting with a maximum of three delegates per table.

# FUNCTION ROOM FLOOR PLAN



LEVEL 1



LEVEL 2

# INDIVIDUAL LUNCH SET



# INDIVIDUAL COFFEE BREAK



# INDIVIDUAL COFFEE BREAK



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FOR INQUIRIES PLEASE CONTACT US AT  
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