



## Engineers! You can be a Real Pro on MSMA if you attend the Workshop on “MSMA for Beginners”

You will get our dummy-proof spreadsheet templates for free at the Workshop and gain up to 40 CPD hours for it...



*Above Photos: Participants of our past MSMA Workshop*

1<sup>st</sup> July 2011

Dear Fellow Engineers,

Are you a complete beginner when it comes to the new drainage design procedure **MSMA**- the *Urban Stormwater Management Manual* or *Manual Saliran Mesra Alam Malaysia*?

You need not be- if you have the spreadsheets and software which let you solve problems in **MSMA** quickly and easily...

You get these free at our workshop. We will show you how to use them to solve drainage problems while you are there.

As you are aware, beginning 2001, it is required by law for all engineers in Malaysia to apply **MSMA** in their drainage design work. But the sad thing is: Many engineers are still not familiar with the Manual.

Now is the best time for you to come to the Workshop on **MSMA** and gain up to 40 CPD hours for your PE registration.

The benefits of attending the Workshop on **MSMA** are as follows:

1. You will find out about the Authority's requirements on drainage design for compliance with **MSMA**.
2. You will understand the full requirements of **MSMA** including important concepts, design criteria and regulatory requirements.
3. You will learn about the major changes in **MSMA** compared to the old drainage design procedure- "Planning and Design Procedure No. 1" (D.I.D, 1975).
4. You will find out what tools and resources you need to apply **MSMA**.
5. You will learn to solve problems in **MSMA** using spreadsheets and free public domain software.
6. You can download free pre-programmed spreadsheets and software to help you in your analysis in **MSMA**.
7. You can bring the spreadsheets back to your office and use them for your design work on **MSMA**.
8. You will get free lifetime technical support via email/blog/phone and free access to the Members Only area of our website to download the software on **MSMA**.
9. You will master **MSMA** quickly and easily by following the step-by-step worked examples in our Training Guide and doing them on a PC with guidance from your instructor.
10. You will learn about the "tricks" and "secrets" used by drainage experts in applying **MSMA**.
11. You will gain invaluable insight from a qualified expert with over 20 years of industry experience in urban drainage design and hydrology.
12. You will gain up to 40 CPD hours by BEM while learning about **MSMA**.

Sign up now for the Workshop by using the registration form at the back of this letter! More details at: <http://msmam.com>.

Yours Sincerely,

Ir. Dr. Quek Keng Hong

**P.S. Signup now and enjoy special early bird discount + 2 Free Bonuses which you can download now!**

**Free Bonus No. 1-** Watch me live on Youtube videos revealing the secrets of **MSMA**. Visit: <http://videos.msmam.com>.  
**Free Bonus No. 2-** Download free spreadsheets and software on **MSMA**. Visit <http://software.msmam.com>.

“Attention: Engineers! Find out how to **design a drainage system** quickly and easily using free powerful **spreadsheets** and **software** downloadable from our website in the new BEM CPD endorsed\*, practical hands-on training workshop!”

## Attention: All **MSMA Newbies**+ ... Workshop on **MSMA for Beginners**

Workshop on How to Design a Drainage System for Compliance with **MSMA**

### +**MSMA Workshop for Newbies**

No insult intended. By “newbies” we refer to those engineers who are not familiar with drainage design using **MSMA**. These may include those of us who graduated before the publication of **MSMA** (2000) and who learned to use the old drainage design procedure (Planning and Design Procedure No. 1). If you graduated after 2000, you should have some understanding of **MSMA**, but may need some guidance on practical application of **MSMA**.

### \***BEM Endorsement for the Workshop:**

This is a **BEM (Board of Engineers Malaysia)** endorsed course. The **BEM CPD (Continuing Professional Development)** policy requires all registered engineers to undertake a minimum of 50 hours of **CPD** per year. Attendance at this seminar attracts valuable **CPD** hours towards your total.

*Dr. Quek & Associates* is an Accredited Training Provider for the **BEM CPD** programme. You will gain 10 **CPD** hr by attending any one of Workshop 1, 2, 3 or 4- up to a maximum of 40 **CPD** hr for all four.

### Are You a “**MSMA Newbies**” Test?

1. Do you know the Authority’s requirements on drainage design for compliance with **MSMA**?
2. Do you understand the new drainage design concepts and procedures in **MSMA**?
3. Do you have all the tools and resources you need to apply **MSMA**?
4. Do you know where to download and how to use the free software recommended in **MSMA**?
5. Do you know how to solve drainage design problems in **MSMA** using spreadsheet?
6. Do you know where to get help on **MSMA**?
7. Do you know the major changes in **MSMA** compared to the earlier drainage design procedure- “*Planning and Design Procedure No. 1*” (**PDPI**) (**D.I.D.**, 1975)?
8. Do you know how to gain valuable **CPD** hours by **BEM** while learning about **MSMA**?

If the answer to any of the 8 questions above is “**No**” then you can benefit by attending our Workshop. To get more information about the Workshop, send an email to: [secrets@msmam.com](mailto:secrets@msmam.com).

### Why Attend “**Workshop on MSMA for Beginners**”?

- Effective 1<sup>st</sup> of January 2001, it is **required by law** for all engineers in Malaysia to design drainage system in accordance with the requirements of the new urban drainage design procedure- the “*Urban Stormwater Management Manual for Malaysia*” (“*Manual Saliran Mesra Alam Malaysia*” or **MSMA**) published by the *Department of Irrigation and Drainage (D.I.D.)*.
- This Workshop provides **practical hands-on training** to engineers on how to design a drainage system for compliance with **MSMA**.
- The Workshop covers the **new regulatory requirements, design criteria and computational procedures** in **MSMA**.
- You will find out about the **important changes** from the old drainage design procedure **PDPI**.
- You will be able to **download pre-programmed spreadsheets** (templates) from our website and learn to run them on your PC in the Workshop. You can bring the spreadsheets back to your office and use them for your work.
- You will learn to solve practical drainage design problems quickly and easily by following the **step-by-step worked examples** in our Training Guide on your PC with help from your instructor.
- You will gain invaluable insight from a **qualified expert** with over 20 years of industry experience in drainage design.

### Upcoming **MSMA Workshop**

**Workshop No. 1:** Introductory concept, design criteria and procedure.  
**Workshop No. 2:** How to design drainage system using free software.  
**Workshop No. 3:** How to design detention/sediment basin & culverts  
**Workshop No. 4** On-Site Detention (OSD) and Erosion & Sediment Control Plan (ESCP).

**8:30am-5:30pm daily.**

**Details on attached flyer & website.**

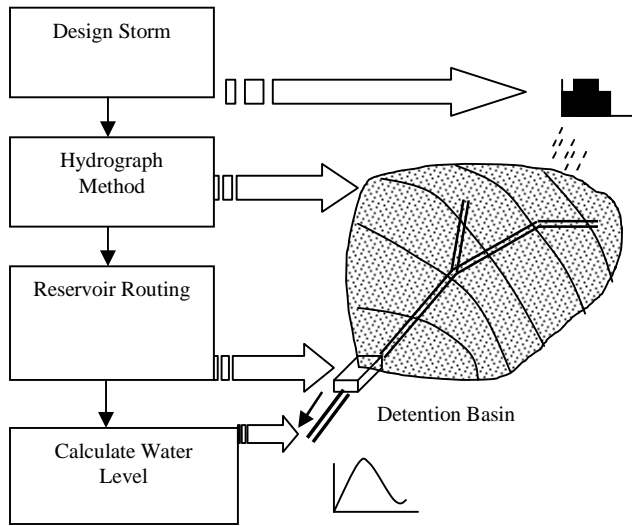
## Pre-Programmed Spreadsheets which Allows You to Solve Problems in MSMA Quickly and Easily...

This worked example demonstrates the use of spreadsheets and free software to design a detention pond at the outlet of a catchment with medium density development in Ipoh, Perak. Catchment area is 2.28 km<sup>2</sup>. The analysis is done using Excel spreadsheets and a free public domain software (HEC-RAS). The steps involved are as follows:

- Step 1- Computation of design storm** on the catchment area.
- Step 2- Computation of design hydrograph** at the catchment outlet using a hydrograph method (the Time-Area Method).
- Step 3- Reservoir routing of the hydrograph** from Step 2 through the detention basin.
- Step 4- Computation of design water level** in the downstream drain.

Figure 1 shows an overall schematic of the analysis. Steps 1 to 3 are solved using spreadsheets, while Step 4 is solved using the HEC-RAS model (Workshop No. 2).

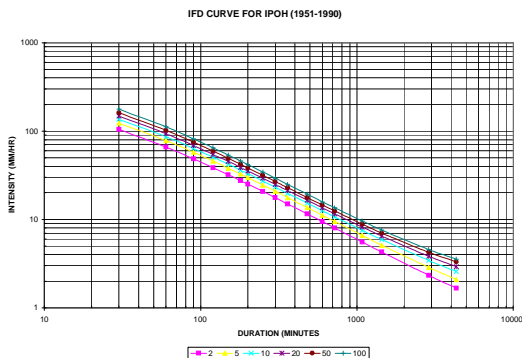
**Figure 1- A Schematic of the Drainage Analysis Using Spreadsheets and Free Software**



### Step 1- Computation of Design Storm on the Catchment

The rainfall intensity-frequency-duration data are computed for Ipoh based on Equation 13.2 in *MSMA* for ARI of 2, 5, 10, 20, 50 and 100 years. The fitted coefficients for the IFD curves are taken from App. 13.A for Ipoh. The computation is done using a spreadsheet and the resulting set of IFD curves are plotted as shown in Figure 2.

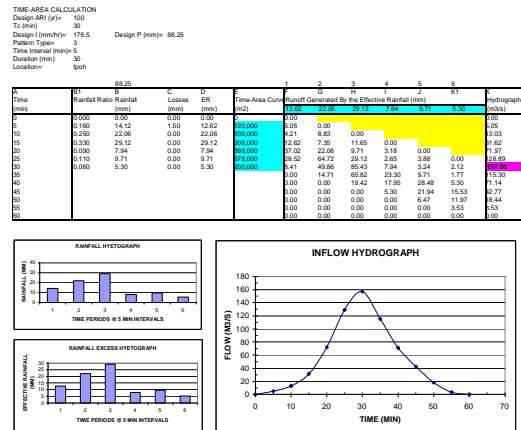
**Figure 2- Intensity-Frequency-Duration Curve**



### Step 2- Computation of Design Hydrograph (Time-Area Method)

Calculate the runoff hydrograph at the outlet of the catchment using the Time-Area Method. The  $T_c$  is 30 min. The design ARI for the major system is 100 years based on Table 4.1. The whole study area is divided into subcatchment areas by plotting 5 minutes isochrones which represent lines of equal flow time to the outlet. The design storm was computed in Step 1. The discharge hydrograph is computed by multiplying the subcatchment area with the Effective Rainfall using a spreadsheet as shown in Figure 3.

**Figure 3- Time-Area Method Calculation**



### Step 3- Reservoir Routing (Level Pool Routing Procedure)

The design hydrograph computed in Step 2 is routed through the detention pond using the Level-Pool Routing Procedure. The computation is performed on a spreadsheet as shown in Figure 4. This involves the solution of the continuity equation and the stage-storage and stage-discharge relationships.

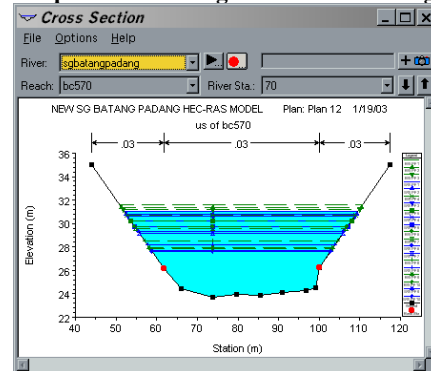
**Figure 4- Level Pool Routing**

t (min)	t (min)	I	I <sub>1</sub> (j+1)	(2S) <sub>1</sub> (j+1)-Q <sub>j</sub>	(2S) <sub>2</sub> (j+1)+Q <sub>j+1</sub>	Q <sub>j+1</sub>	WL(mRL)+H-Damum H (m)	Q (m³/s)	S (m³)
j	12	0	0.0000	0	0	0	99.5	0.00	0.00
j+1	13	0.4375	0.4375	0.2335	0.4375	0.102	99.55	0.025	0.051
j+2	14	0.875	1.3125	0.832	1.546	0.357	99.675	0.050	0.102
j+3	15	1.3125	2.1875	1.8115	3.0195	0.604	99.775	0.075	0.153
j+4	16	1.75	3.0625	3.102	4.874	0.886	99.85	0.100	0.204
j+5	17	2.1875	3.9375	4.5155	7.0395	1.262	99.95	0.125	0.255
j+6	18	2.625	4.8125	6.186	9.328	1.571	100.025	0.150	0.306
j+7	19	3.0625	5.6875	8.0055	11.8735	1.934	100.1	0.175	0.357
j+8	20	3.5	6.5625	9.974	14.568	2.297	100.175	0.200	0.408
j+9	21	4.14	7.6400	12.294	17.614	2.66	100.25	0.225	0.459
j+10	22	4.78	8.9200	15.41	21.214	2.902	100.3	0.25	0.51
j+11	23	5.42	10.2000	19.08	25.61	3.265	100.375	0.275	0.604
j+12	24	6.06	11.4800	23.062	30.56	3.749	100.475	0.300	0.698
j+13	25	6.7	12.7600	27.888	35.822	3.967	100.525	0.325	0.792
j+14	26	7.34	14.0400	33.412	41.928	4.258	100.6	0.350	0.886
j+15	27	7.98	15.3200	39.828	48.732	4.452	100.65	0.375	0.980
j+16	28	8.62	16.6000	46.942	56.428	4.743	100.725	0.400	1.074
j+17	29	9.26	17.8800	54.948	64.822	4.937	100.775	0.425	1.168
j+18	30	9.9	19.1600	63.846	74.108	5.131	100.825	0.450	1.262
j+19	31	10.45	20.3500	73.352	84.196	5.422	100.9	0.475	1.356

### Step 4- Computation of Design Water Level using HEC-RAS

The design water level downstream of the detention basin is computed using the HEC-RAS Model. Computed flow sections are shown in Figure 5.

**Figure 5- Computation of Design Water Level using HEC-RAS**



## About the Workshop Instructor

Ir. Dr. Quek Keng Hong, a consulting engineer by practice, is the principal of **Dr. Quek & Associates**. He is a corporate member of **IEM** and a professional engineer registered with the **Board of Engineers Malaysia (BEM)**. Dr. Quek was the Chairman of the **Water Resources Technical Division of IEM** for two terms since 2003.

Throughout the 20 years he spent in consultancy, Dr. Quek has gained significant experience in the field of urban drainage design including hydrologic and hydraulic modeling works through his direct involvement in several major infrastructure projects in the country.

Dr. Quek was the reviewer representing **IEM** in the review process of **MSMA** organised by **D.I.D.** He was a presenter of the 2-day course entitled "Introduction to **MSMA**" organised by the Selangor, Kuala Lumpur, Pahang, Trengganu, Melaka and Negeri Sembilan State **D.I.D's**.

He has conducted four "Workshop Series on Compliance with **MSMA**" in Petaling Jaya and Penang for **IEM Training Centre** in 2002 and 2003.

Dr. Quek has over 30 publications in various journals, seminars and conferences in urban drainage design.

## Who Should Attend?

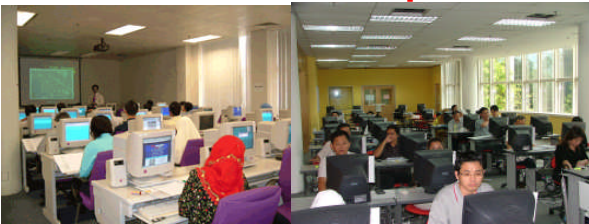
This workshop covers the new urban drainage design procedure for compliance with **MSMA**. It is designed for civil engineers with or without previous knowledge of the subject matter.

The Workshop **is suitable for all engineers** who are involved in drainage design and submission to various authorities.

Engineers who work as consultants and contractors will benefit greatly from this workshop by upgrading their technical knowledge and skill.

Engineers who work in government will gain further insight into the legal and institutional aspects of the new procedure.

## Past Workshops



## What can You Gain from the Workshop?

1. You find out all the "tricks" and "secrets" in applying **MSMA** from a qualified expert in urban drainage design.
2. You get your own special **Training Guide** with **step-by-step worked examples**.
3. You have **full access to your own PC** in the Workshop (with broadband internet connection) to do the tutorials.
4. You can **download free powerful software and spreadsheets** (templates) which you may bring back to your office.
5. You get **free lifetime access** (with your own password) to the **MEMBERS ONLY** area of the website to download new software and resources.
6. You get **free lifetime technical support** via email/blog/phone.
7. You **gain valuable CPD hour** for attending the Workshop.
8. You enjoy **2 tea breaks + 1 lunch** each day!

## Testimonials from Participants



Here are some testimonials we received via emails/blog from participants of our previous workshops:

### Testimonial 1:

Dear Dr. Quek,

I attended your recent lecture. Far from being "dry", I found your presentation very enlightening and lively. It was worth it! On the sideline, your motivational pep talk was inspiring - a "shot in the arm" that each one of us needs every now and then. Right now I can't wait to try out your free spreadsheet programmes.

**Ramlee Hassan**

### Testimonial 2:

Dr Quek,

I attended your recent IEM talk and I must say that it was the most beneficial IEM talk I have ever attended so far. I hope that all the other talks could have been like yours. Thank you again.

**A. Halim Abdullah**

### Testimonial 3:

Dear Dr Quek,

Thanks for the login ID and password. Thanks also for a well organised 4-days workshop. I have found it very interesting and gained an overview of the methods available at the disposal of the drainage engineer as well as basic hydrological concepts. I wish you all the best in your future workshops and undertakings. Best Regards,

**Paul Chia**

Bandar Seri Begawan, Brunei Darussalam

### Testimonial 4:

Hi Dr. Quek.

I would like to thank you for the **MSMA** course which I attended in August. It really help me a lot. I have done a layout proposal on OSD based on **MSMA** to JPS Batang Padang and Kinta. The proposal is now approved. Thanks and best regards.

**Ir. Chan Kean Chai**

### Testimonial 5:

Dear Dr. Quek,

I was having a really great time during the workshops. Now i have confidence in my design!

**Fadzillah**

### Testimonial 6:

Dear Dr. Quek,

Greetings from IEM Sabah!!! We would like to conduct a course/workshop on MSMA. We are seeking your expertise to be the speaker for this course/workshop. Appreciate if you would confirm us soon on the above. Thank you.

**Wendy Wong (Administrator for IEM Sabah)**

# Content of the Workshop

- **Workshop No. 1- New Approach to Urban Drainage Design for Compliance with the "Urban Stormwater Management Manual For Malaysia" by D.I.D.**
- **Workshop No. 2- How to Design A Drainage System using Free Public Domain Software to Satisfy the Requirements of the New Stormwater Manual by D.I.D.**
- **Workshop No. 3- How to Design Detention & Sediment Basins and Culverts for Compliance with the "Urban Stormwater Management Manual For Malaysia" by D.I.D.**
- **Workshop No. 4 On-Site Detention (OSD) and Erosion & Sediment Control Plan (ESCP).**

Major differences between the four Workshops are as follows:

- **Workshop No. 1** Introduction, Design storms, Rational Method, Time-Area Method and Reservoir Storage Routing.
- **Workshop No. 2** Hydrologic and hydraulic modeling using *HEC-HMS* and *HEC-RAS*.
- **Workshop No. 3** Design of detention and sediment basins and culverts.
- **Workshop No. 4** On-Site Detention (OSD) and Erosion & Sediment Control Plan (ESCP).

Workshop No. 1:	Workshop No. 2:	Workshop No. 3:	Workshop No. 4:
<p><b>1. Design Concept for Major and Minor Systems and Computation of Design Storm using MSMA. (Day 1 AM)</b> Design concepts for quantity and quality control, as well as major and minor systems in <i>MSMA</i>.</p> <p>Recommended design Average Recurrence Intervals (A.R.I.) for different types of development.</p> <p>Major changes from the <i>PDPI</i>. Computation of design storm Intensity-Frequency-Duration data using <i>MSMA</i> and worked example using a spreadsheet.</p> <p><b>2. Computation of Peak Discharge Using the Rational Method in MSMA (Day 1 PM)</b> Peak discharge computation using the empirical approach in <i>MSMA</i> based on the <i>Rational Method</i> for rural and urban catchments. Worked examples for computing peak discharge using a spreadsheet.</p> <p><b>3. Computation of Design Hydrograph Using Time-Area Method in MSMA (Day 2 AM)</b> Time-Area Method theories and formulas. Application to a practical problem using a worked example based on a spreadsheet.</p> <p><b>4. Reservoir Storage Routing (Day 2 PM)</b> Theory of level-pool routing. Performing a storage routing through a reservoir/detention basin using the level-pool method, with worked example using a spreadsheet.</p>	<p><b>1. Hydrologic Modelling (Day 1 AM)</b> Specific requirements of <i>MSMA</i>. Theory of hydrologic modelling used in <i>HEC-HMS</i> Model. Where to download and how to install the software? Features of the GUI interface and graphical output.</p> <p><b>2. Worked Example Using HEC-HMS (Day 1 PM)</b> Applying <i>HEC-HMS</i> using practical worked examples. Step-by-step guide on data preparation and input, analysis, error debugging using online help, plotting graphs, generating output data and interpretation of results.</p> <p><b>3. Hydraulic Modelling (Day 2 AM)</b> Specific requirements of <i>MSMA</i>. Theory of hydraulic modelling using <i>HEC-RAS</i> and open channel flow theory including subcritical and supercritical flows. Principles of solving energy equation using standard step method. Where to download and how to install the software? Elimination of known bugs.</p> <p><b>4. Worked Example Using HEC-RAS (Day 2 PM)</b> Apply the <i>HEC-RAS</i> model using practical worked examples. Step-by-step guide on data preparation, analysis, data output, graph plotting and interpretation of results. How to apply the <i>HEC-HMS</i> and <i>HEC-RAS</i> software together in a productive manner.</p>	<p><b>1. Design Concept for Quantity and Quality Control (Day 1 AM)</b> Introduce design concepts for quantity and quality control and major and minor systems according to <i>MSMA</i>. Brief introduction of major changes in <i>MSMA</i>- concepts needed for design of detention and sediment basins.</p> <p><b>2. Design of Detention Basin (Day 1 PM)</b> Quantity control using detention basin. Differences between detention and retention. Requirements in <i>MSMA</i>. Level-pool routing concept- how to do the computation using a spreadsheet. Derivation of stage-discharge-storage curve. Worked examples for design of a wet and dry detention basins. Highlight major changes from <i>PDPI</i>.</p> <p><b>3. Design of Sediment Basin (Day 2 AM)</b> Quality control using sediment basin. Wet and dry sediment basin. Concept on sizing of sediment basin. Time of concentration. Design for 3 or 6 month A.R.I. storm. Worked example on the design of sediment basin. Highlight changes from <i>PDPI</i>.</p> <p><b>4. Design of Culvert (Day 2 PM)</b> Culvert Design for inlet and outlet control using <i>MSMA</i>. Culvert design using spreadsheet. Highlight major changes from <i>PDPI</i>. Worked example using spreadsheets and formulas.</p>	<p><b>1. On-Site Detention (OSD) (Day 1 AM)</b> Design concepts for On-Site Detention. Site selection. Flow control requirements. Permissible Site Discharge (PSD). Site Storage Requirement (SSR). OSD sizing method. OSD sizing procedure.</p> <p><b>2. Worked Example (Day 1 PM)</b> Select storage types to be used. Determine drainage catchment area. Compute the amount of pervious and impervious areas draining to the OSD storage system. Determine the time of concentration. Calculate pre and post-development flows. Determine the required PSD and SSR for the site.</p> <p><b>3. Erosion and Sediment Control Plan (Day 2 AM)</b> Introduction to ESCP and basic principle. ESCP rules and regulations. Statutory requirements. Erosion and Sediment Control.</p> <p>Different stages of plan preparation during Planning Phase, Design Phase and Construction Phase.</p> <p>Evaluating plan performance via site inspections, monitoring, record keeping, plan review and modifications.</p> <p><b>4. Worked Example (Day 2 PM)</b> ESCP site inspection checklist.</p> <p>Model ESCP for residential development and subdivision development for a site in Selangor.</p> <p>Types of information including BMP Standard Drawings that should be included in an ESCP for submittal to a Local Authority.</p>

**REGISTRATION FORM (MSMA WORKSHOP)**

Form E1106W

 **Dr. Quek & Associates** An Accredited Training Provider for BEM CPD Program.

Please courier cheques to: No. 14, Jalan Tempua 16, Bandar Puchong Jaya, 47100 Puchong, Selangor D.E., Malaysia  
Tel: 03-5882 2085, Fax: 03-5882 1602, Email: webmaster@msmam.com, Website: http://msmam.com

**1. VENUES AND DATES:**

- The 2011 Workshop Series will be held at Technology Park Malaysia, Sg Besi, Kuala Lumpur.
- Each participant will be provided with a PC with broadband internet access. Lunch and two teas provided daily. Parking available.
- We have arranged for a special corporate rate with nearby hotels (details on our website.) Please contact the Hotel for booking.
- Final details of the Workshop will be faxed and emailed to all participants 14 days before the Workshop.
- Please check our websites for latest workshop details e.g., maps, hotel, brochures, schedule and important announcements.

SCHEDULE	Workshop No. 1	Workshop No. 3#	Workshop No. 2	Workshop No. 4#
11 <sup>th</sup> Workshop:	13,14 Dec 11 (Tue, Wed)	15,16 Dec 11 (Thu, Fri)	19, 20 Dec 11 (Mon, Tue)	21, 22 Dec 11 (Wed, Thu)

# Prerequisite of Workshops No. 3 and 4 is Workshop No. 1 i.e., participant of Workshop No. 3 and 4 must attend Workshop No. 1 first.

**2. DETAILS OF PARTICIPANTS:**

Please fill up the participant details (Note: \*Please tick the attending Workshop No.):

Workshop No:	1*	2*	3*	4*	Participant's Email Address
Name (1):					
Name (2):					
Name (3):					

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Contact Person Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. WORKSHOP FEES:**

The fees are as shown below. We offer discount only for the SAME participant attending more than one workshop.

Workshop No:	1*	2*	3*	4*	*Any 2 Workshops (5% Discount)	*Any 3 Workshops (10% Discount)	*All 4 Workshops (15% Discount)
Workshop Fee <sup>1</sup> :	RM1,280	RM1,280	RM1,280	RM1,280	RM2,432	RM3,456	RM4,352
Workshop Fee <sup>2</sup> :	RM1,380	RM1,380	RM1,380	RM1,380	RM2,622	RM3,726	RM4,692

<sup>1</sup>If the fee is paid for before 29-11-2011. <sup>2</sup>If the fee is paid for after 29-11-2011.

**4. ENROLMENT:**

To signup please follow the two simple steps below (Please fill this page and photocopy. Keep the original for your own record):

**Step 1- Payment:** Select one of the following three payment methods:

- **Method A- Sending Cheque:**  Yes. Enclosed herewith Cheque No.....for RM.....payable to *Dr. Quek & Associates*. Please mail/courier a photocopy of this form with payment to us within 7 days.
- **Method B- Direct Bank-In:**  Yes. Bank in cash/cheque directly to: **Maybank Account No: 512343-542887** payable to: **Dr. Quek & Associates**. Please fill up this section: We have bank in cash/Cheque No ..... for RM..... on ..... Please fax this form back with the bank-in slip after making payment.
- **Method C- Other Payment Method:**  Yes. If you wish to pay by government LO please send us an official letter stating so.

**Step 2- Reserve Your Place:** Complete this Form and fax it to 03-5882 1602 to reserve your place.

**OFFICE USE**

- We have received your fax booking on \_\_\_\_\_. Your place is reserved. Please send payment within 7 days.
- We have received the payment from you on \_\_\_\_\_. Your place is confirmed. Receipt will be issued at the Workshop.
- Please find attached the final workshop details. Please fill up and fax us the **reply slip** below to confirm your attendance.

Comment 1: \_\_\_\_\_

Comment 2: \_\_\_\_\_

**REPLY SLIP (For Participants to Confirm their Attendance)**

- Yes, we hereby confirmed we have received the *final workshop details* and our participants will be attending the Workshop.

Comment (if any): \_\_\_\_\_

Signed: \_\_\_\_\_ Stamp: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment and Refund Policy:** Full payment must be received within 7 days after booking via fax. Money paid is not refundable, but substitution may be made at any time. Full refund if the workshop is cancelled for whatever reasons. We will fax the final workshop details two weeks before the workshop date. Please make your flight and hotel booking only after you have received the final workshop details from us. Visit our website <http://msmam.com> for update and details of the Workshop.