



*The
Thinking
Space™*

Welcome to *The Thinking Space™*

A Sanctuary for Ideas and Meaningful Conversations



 **Address:**

The Thinking Space™
323 & 324,
Jalan Bandar Melawati,
Pusat Bandar Melawati,
53100 Kuala Lumpur,
Malaysia.

 **Contact Number:**

+60 3-4161 7241
Call or WhatsApp

 **Office Hours:**

Monday – Friday
9:00 AM – 5:00 PM
Classes are conducted 7 days a week



Getting Here



Car: Parking Options

MPAJ Street Parking:

- Pay using Smart Selangor, Flexi Parking, or other apps that cover the area.

Melawati Mall:

- Weekdays: RM1 for the first 2 hours, RM1 for each subsequent hour. - Maximum Rate RM7 per day.
- Weekends: RM1 per hour.

MPAJ Cashless Parking:

- Weekdays: RM0.50 per hour, maximum RM7 per day.
- Weekends: RM2 flat rate.



Ride-Hailing Services:

- Drop-off point: *The Thinking Space*™



Public Transport:

Nearest LRT: Gombak Line, Wangsa Maju Station.



Bus Service:

- Stop Name: AJ368 Komersial Taman Melawati.
- Bus Number: 222 (Rapid KL, route: Stesen LRT Wangsa Maju - Taman Melawati).
- Route details: [Route 222 PDF](#).

Location Map:



The Thinking Space™ (TTS) Main Entrance:

- Ramp and lifts are available.



Registration Process

To ensure a seamless experience, please follow the registration process that best suits you.



Click Link

Click the link on *The Thinking Space*'s official media channels to visit the website at www.thethinkingspace.org

Fill Out Enquiry Form

Fill and submit the enquiry form on the website.

Receive Confirmation Email

Receive a follow-up email for additional details and confirmation of registration.

Review

Review the Care Package Guide included in the confirmation email as well as other relevant information.



House Rules



Respect for (TTS)'s Environment

- Treat the space, staff and other participants with respect at all times.
- To maintain a peaceful and productive environment within the TTS building, the usage of mobile phones, laptops, tablets and other devices must be accompanied by earphones or headphones at all times.
- Any disruptive, disrespectful or inappropriate behaviour will result in immediate action, including removal from *The Thinking Space*™.



Dress Code

- Modest clothing is required for all individuals within TTS. This includes attire that appropriately covers the body and aligns with professional and cultural norms.



Property and Equipment

- All areas within TTS must be left clean and undamaged after use.
- Surau Facilities:
 - Level 3: Male
 - Level 4: Female
 Kindly note that the female praying attire (Telekung) is not provided.
- Secure lockers are available on a first-come, first-served basis. TTS will not be liable for personal items lost or damaged in lockers, classrooms or anywhere within the building.
- Any property damage will be charged to the responsible party.
- Loss of an access card will result in a RM100 replacement fee.



Prohibited Activities

- Smoking (including e-cigarettes) and the use of hazardous materials are strictly prohibited.
- Consumption of alcohol, illicit drugs, or engagement in illegal activities of any kind is strictly forbidden.
- Non-conformance of any of the above will result in immediate action, including removal from *The Thinking Space*™ premises.



Food and Drinks Policy

- Food is only permitted at level 2 Dining Hall. Only covered drinks are allowed in the training rooms.
- Dining Options:
 - In-house Café: 323 Café (Level 1)
 - Catered food: Dining Hall (Level 2)
 - Outside food is not allowed.
- A self-service hot-and-cold water dispenser is available on level 2.



Privacy and Security

- Security cameras (CCTV) are installed at strategic locations throughout TTS, including training rooms, to ensure safety of all participants and staff.
- CCTV footage is accessible only to TTS's Directors and used solely for evidence or incident-related purposes.
- TTS complies with the Personal Data Protection Act 2010 (including 2024 amendments) to safeguard participants' personal information.

Space Rental Policies and Procedures



Booking and Usage

- Rooms at TTS are available for booking on a first-come, first-served basis.
- Bookings are confirmed only upon receipt of a confirmation email from TTS.
- Rooms must be used solely for the purpose specified in the agreed terms.



Additional Equipment and Services

- Requests for additional equipment or services must be submitted at the time of booking.
- Availability is subject to confirmation and may incur additional charges.






Training Room Capacity

- The maximum participant capacity for each rented room must be strictly adhered to for safety and comfort.



Training Essentials

<p> Registration and Fees</p> <ul style="list-style-type: none">Participants are required to register in advance and pay the applicable fees as per the course requirements.Cancellation and refund policies will align with specific course terms. <p> Attendance and Conduct</p> <ul style="list-style-type: none">Participants must be punctual and register at the reception to receive TTS's Access Cards, which must be worn at all times.TTS's Access Cards must be returned to the reception at the end of each day.Any disruptive, disrespectful, or inappropriate behaviour may result in immediate action, including removal from TTS's premises.	<p> Training Materials</p> <ul style="list-style-type: none">Training materials provided may be subject to copyright laws. Reproduction requires the Training Provider's consent.Video or audio recording during training sessions is strictly prohibited unless prior written consent is granted by the Training Provider.
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Health and Safety

<p> Emergency Procedures</p> <ul style="list-style-type: none">Familiarise yourself with emergency exits and procedures displayed onsite.In case of an emergency, promptly follow the instructions provided by TTS's staff. <p> Lift Operation</p> <ul style="list-style-type: none">TTS utilises a proprietary lift system. Please ensure you follow the instructions displayed for safe and proper use.	<p> Accidents and Incidents</p> <ul style="list-style-type: none">Report any accidents, injuries, or safety hazards to TTS's staff immediately.No matches, candles, or flammable materials are allowed within the TTS building.Inform TTS's staff immediately if you feel unwell or require medical assistance. <p> Cleanliness and Hygiene</p> <ul style="list-style-type: none">Maintain the cleanliness of all areas, restrooms, and other facilities. Dispose of waste appropriately.
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Call for Help

Emergency Contact Numbers:

- TTS: +60 19-720 1002 (Iskandar)
- General Emergency: 999
- Balai Polis Taman Melawati: +60 3-4108 1222
- Balai Bomba Taman Melati: +60 3-4108 5729
- Klinik Kesihatan Setapak: +60 3-4142 4052

Clinics Nearby:

- Klinik Astana Medical Taman Melawati
- Klinik ANDA 24 JAM Taman Melawati
- O2 Klinik
- Klinik SALAM Melawati

Hospitals Nearby:

- Columbia Asia Hospital - Setapak
- KPJ Ampang Puteri Specialist Hospital
- Gleneagles Hospital Kuala Lumpur
- Kuala Lumpur Hospital (Government)





Before You Leave



Departure Checklist

- Collect your materials or belongings from the lockers and rooms or the dining hall.
- If you do leave anything behind, please contact us for assistance.

Stay Connected

- Follow us on Instagram and Facebook for updates on our latest events and classes.



@thethinkingspacemy



The-Thinking-Space



We Value Your Feedback

Your feedback helps us grow and provide an even better experience. Share your thoughts by scanning the QR code to leave a review about your time at *The Thinking Space™*.

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