

**Satellite Training Center Balikpapan**

Jl. Jend Sudirman No. 848  
Balikpapan 76114 Kalimantan Timur  
Tel. (62-542) 762 810  
[www.trakindo.co.id](http://www.trakindo.co.id)

## Seat Confirmation Letter

Date : June 17, 2019

No. : 035/T&D NorthKal/IV/2018/P&S  
To : Planning & Scheduling Training Participants  
From : Learning & Development Senior Supervisor  
Cc : General Operation Manager, Branch Manager, Departement Head, Human Resources Developmet.

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**We confirm seat for:**

No	Name	SN	Branch	Position
1	Sugianto	00030867	Sangatta	Analyst Strategy
2	Budi Prakoso	00020970	Sangatta	Analyst Strategy
3	Yudi Hariadi	00004123	Sangatta	Analyst Strategy
4	Rudiantoro	00015110	Gunung Bayan	Senior Analyst Strategy
5	Delky Arnel	00012666	HO Northern	Specialist Strategy
6	Muhammad Andi Yudha C.A.	00025219	HO Northern	Analyst Strategy
7	Stefen Theo Antonius	00019844	HO Northern	Analyst Planning
8	Haris Dwi Hutama	00025704	Samarinda	Rental Asset Coordinator
9	Muhammad Andri	00010504	HO Northern	Analyst Strategy
10	Ardi Kasuma	00015100	HO Northern	Senior Analyst Strategy
11	Heriansjah	00021297	Lati	Analyst Strategy

**To Attend:**

**Course Title** : Planning & Scheduling Training  
**Time** : 08.00 – 17.00 Wita  
**Schedule** : 24-25 June 2019  
**Location** : Satellite Training Center Balikpapan  
Jl. Jendral Sudirman No. 848  
**Phone** : +62 542 762810

Following the above confirmation, please find below additional information for your reference:

- Participant from outside Balikpapan are required to stay at:

**Hotel Ibis**  
**Jl Ery Suparjan No.2 Balikpapan, Kalimantan Timur**  
**Balikpapan,76112**  
**+62 542 821820/ 820821**

- Check in : 23 June 2019
  - Check out : 26 June 2019
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- Participants have to check in at hotel a day prior training commencement and check out a day after training completed.
  - Hotel will provide breakfast, dinner (Rp.130.000,-/Gross/Person/Day), Transportation and daily laundry (5 pieces/day/person {1 shirt, 1 pant, 1 underwear, 1 undershirt, 1 pair of shocks}) for all participants during the training, under company GL.
  - Other expenses not covered under company GL, will charge to Personal Account.
  - Coffee break and lunch are included during the training session.
  - **Dress code during the training session is formal shirt (No Jeans).**

Yours sincerely,



Agus Hermanto  
Learning & Development Senior Supervisor