

ROOM RESERVATION FORM

Institute for Infocomm Research, A-Star
Odyssey 2012 Accommodation Group, 24 to 29 June 2012

(Please submit the Room Reservation Form by **24 May 2012**, confirmation of guestroom will be subjected hotel's availability.)

A. Room Reservation Request

Title : Mr Mrs Mdm Ms

Family/Last Name : _____ Given/First Name : _____

Company : _____ Designation : _____

Email Address : _____

Mailing Address : _____

City : _____ State : _____ Postal/Zip Code : _____

Country : _____ Phone : _____ Fax/Telex No : _____

Date of Arrival : _____ Date of Departure : _____ Number of Nights : _____

Flight Number / Arrival Time : _____ Flight Number / Departure Time : _____

(Check-in time : after 2 pm, Check-out time : 12 pm)

NOTE:

- Check-in time is 2:00 p.m. If you are arriving between midnight or wish to occupy the room before 2:00 pm, placing a reservation a night prior to the arrival date is recommended.
- Checkout time is 12:00 noon. Requests to retain rooms beyond that hour should be directed to the Front Desk once the booking is registered and the charges will be applicable.

B. Room Type & Rate (Please tick appropriate box)

Please tick on the dates accordingly.

Sunday, 24 June 2012	Monday, 25 June 2012	Tuesday, 26 June 2012	Wednesday, 27 June 2012	Thursday, 28 June 2012

Swissôtel The Stamford Singapore

- Classic Room
- S\$310.00++ (Room only)
 - S\$335.00++ (Room with one daily American Buffet Breakfast)
 - S\$360.00++ (Room with two daily American Buffet Breakfast)

Fairmont Singapore

- Fairmont Room
- S\$330.00++ (Room only)
 - S\$355.00++ (Room with one daily American Buffet Breakfast)
 - S\$380.00++ (Room with two daily American Buffet Breakfast)

NOTE:

- If Third American Buffet Breakfast is required, it will be chargeable at Hotel Outlet's walk-in pricing
- Room rate is in Singapore Dollars and are exclusive of 10% service charge and prevailing goods & services tax.
- In the event that this reservation form is not submitted by **24 May 2012** to the reservation department, all room reservation will be subjected to availability and rates will be subjected to hotel's walk in rate.

C. Reservation Guarantee

Please guarantee to my credit card : MASTERCARD VISA AMERICAN EXPRESS

Card Number : Expiry Date : _____

Card holder's name on credit card (please print): _____

Signature : _____ Date : _____

Terms & Conditions:

- Room will be confirmed only if guaranteed by credit card, company cheque or bank draft
- Full room night charge will be applicable for cancellations made on/after **24 May 2012** as well as no-shows/cancellation on day of arrival
- This form is not valid for 3rd party authorisation, kindly contact hotel directly for this arrangement.

Official Use

Taken By : _____ Date/Time : _____

Confirmed By : _____