

**Nanyang Technological University  
Information and Communication Technologies and  
Development (ICTD)  
15 to 18 May 2015**



managed by  
MILLENNIUM & COPTHORNE INTERNATIONAL  
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To: **Ms. Liza Huang** (Senior Sales Manager)  
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Direct email: [liza.huang@millenniumhotels.com](mailto:liza.huang@millenniumhotels.com)

Room Reservations Email: [rooms.cks@millenniumhotels.com](mailto:rooms.cks@millenniumhotels.com)

*Please return the reservation form by **Tuesday, 14 April 2015** via fax or email directly to the hotel upon completion.  
Thereafter, rooms are subject to availability at Hotel's best available rate.*

COMPLETE DETAILS IN FULL	
<b>Title:</b>	Prof / Dr / Mr / Mrs / Ms (please circle the correct one)
<b>Guest Given/First name:</b>	<b>Guest Family/Last name:</b>
<b>Check in:</b>	<b>Flight No. / ETA:</b>
<b>Check out:</b>	<b>Flight No. / ETD:</b>
<b>No of Rooms:</b>	<b>No of Guests:</b>
ROOM CATEGORY	ROOM RATE
<input type="checkbox"/> Superior Room (Single Occupancy)	<b>S\$190.00++ per room per night inclusive of 1 daily buffet breakfast &amp; Broadband internet</b>
<input type="checkbox"/> Deluxe Room (Single Occupancy)	<b>S\$220.00++ per room per night inclusive of 1 daily buffet breakfast &amp; Broadband internet</b>
For Twin share, additional Buffet Breakfast can be arranged at S\$20.00++ per person <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Contact Person:</b>	<b>Designation:</b>
<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Contact No:</b> (O) _____ (F) _____	<b>E-mail:</b> _____
<b>Remarks:</b>	
CREDIT CARD GUARANTEE	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB
<b>Card No:</b>	<b>Expiry Date ((mm-yy):</b>
<b>Cardholder's name on credit card:</b>	<b>Cardholder's Signature:</b>

**Note / Terms & Condition:**

- Room rates quoted are exclusive of 10% service charge and prevailing government taxes including Goods & Services Tax (GST) and are non-commissionable.
- All reservations must be guaranteed by credit card for the full duration of stay booked.
- Should there be any cancellation (upon confirmation of booking) or no-show (on actual day), a one (1) night charge is applicable.
- Check-in time is 1400hrs. Check in before 1400hrs is subject to room availability unless the room is pre-blocked one night in advance, for which the charges of an additional full day will be levied at the confirmed rate.
- Check-out time is 1200hrs. All late check-out requests after 1200hrs are subject to availability. Half-day room charge will be levied for late check-out by 1800hrs and a full day charge will be levied after 1800hrs.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.

*Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.*

**OFFICIAL USE ONLY:**

<input type="checkbox"/> <b>Reservation is CONFIRMED. Confirmation Number:</b> _____	<input type="checkbox"/> <b>Unable to confirm reservation.</b>
Attended by: _____	Date: _____