

**Information and Communication Technologies and Development Conference
ICTD 15 – 18 May 2015, Singapore**

ROOM RESERVATION FORM

COMPLETE DETAILS IN FULL			
Title	<input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms / <input type="checkbox"/> Dr / <input type="checkbox"/> Prof / <input type="checkbox"/> Others (Please specify):		
Guest # 1	First Name:	Last Name:	
Guest # 2	First Name:	Last Name:	
Company Name:			
Contact Details	E-mail:	Tel:	Fax:
ROOM CATERGORY RATES			
Inclusive of internet access and daily breakfast the next day.			
<input type="checkbox"/> Dorsett (Single/Twin)	S\$ 190.00 ++ / S\$ 210.00 ++		
<input type="checkbox"/> Deluxe (Single/Twin)	S\$ 220.00 ++ / S\$ 240.00 ++		
Check-in Date:	Flight Details:		
Check-out Date:	Flight Details:		
Comments:			
CREDIT CARD GUARANTEE		CARD TYPE: <input type="checkbox"/> MASTER CARD / <input type="checkbox"/> VISA / <input type="checkbox"/> AMEX / <input type="checkbox"/> DINERS / <input type="checkbox"/> JCB	
Card No:	Expiry Date (mm-yy):		
Name on Credit Card:	Cardholder's Signature:		

Please complete the form and email it to:
Ms Perlin Chan | Sales Co-ordinator
Dorsett Singapore
333 New Bridge Road, Singapore 088765
Tel | +65 6678 8333 :: Fax | +65 6678 8308
Email | perlin.chan@dorsethotels.com
Website | dorsethotels.com/singapore | dorsett.com

NOTES / TERMS & CONDITIONS

- Room rates are in Singapore Dollar and are subject to 10% service charge, and prevailing Goods & Services Tax (GST), unless otherwise stated.
- All reservations must be guaranteed by credit card for the full duration of stay booked.
- Rate is valid for reservation made by 21 May 2015, after which rate will be subject to change without prior notice.
- No- show or cancellation made later than 1 May 2015 will be subject to one night cancellation charge.
- Our standard **check-in time** is at 1400 hours. Check-in before 1400 hours 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.
- Our standard **check-out time** is at 1200 hours. All late check-out requests are subject to availability.
An extended check out till 1800 hours can be arranged at a half day's room charge and thereafter at a full day charge.
- Room Categories are subject to availability and is based on first served basis.