

# Information and Communication Technologies & Development Conference 2015

15 to 18 May 2015  
Kindly revert back to us latest 24 April 2015



**ORCHARD HOTEL**  
SINGAPORE

managed by  
MILLENNIUM & COPTHORNE INTERNATIONAL  
You are the Centre of Our World

Attn: **Kelly Lim**  
Assistant Director of Sales

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**PLEASE RETURN THE RESERVATION FORM VIA EMAIL DIRECTLY TO THE HOTEL UPON COMPLETION**

BOOKER INFORMATION		Hotel Confirmation No.:	
Contact Person :	<input type="text"/>	Date :	<input type="text"/>
Company :	<input type="text"/>	Telephone :	<input type="text"/>
Fax :	<input type="text"/>	Email :	<input type="text"/>

TRAVEL GUEST INFORMATION	
Guest Name :	<input type="text"/>
Sharer (if any) :	<input type="text"/>
Company :	<input type="text"/> Designation : <input type="text"/>
Residential Address :	<input type="text"/>
Postal Code :	<input type="text"/> Country : <input type="text"/>
Tel :	<input type="text"/> Fax : <input type="text"/>
No. of Nights :	<input type="text"/> Email : <input type="text"/>
Arrival Date :	<input type="text"/> Arrival Flight & Time : <input type="text"/>
Departure Date :	<input type="text"/> Departure Flight & Time : <input type="text"/>

ACCOMMODATION REQUEST <small>(Please select your accommodation requirements by ticking appropriate box and omitting bedding type)</small>			
Room Category	Room Rates		
	Single (1 Person per room)		Double/Twin (2 Persons per room)
Deluxe	S\$245.00 ++ per room per night (Room inclusive breakfast and internet)	<input type="checkbox"/>	S\$265.00 ++ room per night (Room inclusive breakfast and internet)
Premier	S\$270.00 ++ per room per night (Room inclusive breakfast and internet)	<input type="checkbox"/>	S\$290.00 ++ room per night (Room inclusive breakfast and internet)

AIRPORT TRANSFER REQUIREMENTS	
<small>Limousine Transfer can be arranged, at S\$88.00nett per way (an additional S\$10.70nett per way, for transfers required between 2300 – 0700hrs)</small>	
Arrange Arrival Transfer	<input type="checkbox"/> Yes <input type="checkbox"/> No   Arrange Departure Transfer <input type="checkbox"/> Yes <input type="checkbox"/> No

RESERVATION GUARANTEE INSTRUCTIONS <small>(Payment will be collected directly from guest at Hotel)</small>	
	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> Amex <input type="checkbox"/> JCB
Card Holder Name :	<input type="text"/>
Card Number :	<input type="text"/> Expiry Date : <input type="text"/>

- Terms and Conditions
- All rooms reserved are subject to 10% service charge and prevailing government taxes.
  - Rooms are subject to availability upon making of reservation & all bookings must be guaranteed by credit card. Kindly revert latest by **24 April 2015**. Thereafter, the room rates may vary at the point of reservation.
  - In the event of no-show or cancellation for guaranteed reservations received after **24 April 2015**, a one night room rate will be charged to the credit card.
  - You will receive an email from the Orchard Hotel Singapore with a confirmation number once your reservation has been processed.
  - Check in time: 14:00 hrs, Check out time: 12:00 noon. For arrival before 1400 hrs, kindly pre-block your room a day earlier, subject to one night's additional charge. 50% of the room rate will be levied for any late check out request till 18:00hrs, thereafter, the full day rate is applicable, subject to room availability.

**Thank you for choosing the Orchard Hotel Singapore as your preferred choice of accommodation.**

Signature: \_\_\_\_\_