

## HOTEL RESERVATION FORM

ICAO ATFM Global Symposium

20-22 November, 2017

Please return the completed form to **Marina Bay Sands, Reservations Department** (email: groups@marinabaysands.com) by **26 June, 2017**

All bookings are subject to room availability and the best rate available rate after 26 June, 2017.

<b>Salutation:</b> <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Others (please specify):		PARTICULARS
<b>Family Name:</b>	<b>Given Name:</b>	
<b>Designation:</b>	<b>Company:</b>	
<b>Address:</b>		
<b>City / State:</b>	<b>Country:</b>	
<b>Telephone:</b> (    )	<b>Fax:</b> (    )	
<b>Email:</b>		

<b>Passport No.:</b>	<b>Passport Expiry:</b>	TRAVEL DETAILS
<b>Date of Birth:</b>	<b>Nationality:</b>	
<b>Additional Guest Name:</b>		
<b>Passport No.:</b>	<b>Passport Expiry:</b>	
<b>Date of Birth:</b>	<b>Nationality:</b>	
<b>Arrival Date:</b>	<b>Departure Date:</b>	
<b>Arrival Flight:</b>	<b>Departure Flight:</b>	

Room Type	Rate*	Special Requests**	Number of Nights	ROOM CATEGORY
<input type="checkbox"/> King	Deluxe Room only is at SGD	<input type="checkbox"/> Smoking	_____ nights	
<input type="checkbox"/> Double-Double	400.00++, inclusive of wifi	<input type="checkbox"/> Non-Smoking		

*Please let us know of any special requests you may have, so that we can make every effort to ensure your stay is comfortable.*

\* Rates are subject to 10% service charge and prevailing Goods and Services Tax (GST).

\*\* Subject to availability.

**Please note:**

- Check-in time begins at 3:00pm and check-out time is by 11:00am
- All reservations must be guaranteed with a credit card. Please provide flight details if applicable
- Please be advised that cancellation of booking must be made at least 14 days prior to arrival date. Thereafter, a cancellation fee equivalent to one night's room charge subject to prevailing service charge and tax will be charged to your credit card
- In the event of no-show, one night's room charge and prevailing service charge and tax will be charged to your credit card
- A confirmation letter will be sent to you once the booking has been made

**To guarantee your reservation, kindly provide your credit card details in the space below:**

Name on Credit Card: \_\_\_\_\_

Card Number:        -     -     -

Card Type:         Visa         MasterCard         American Express         Diners         JCB

Expiry Date:       /     (mm/yyyy)

By providing my credit card details, I hereby authorise Marina Bay Sands Pte Ltd to charge my credit card to guarantee my reservation.

Credit Card Signature

Date

**Thank you for choosing Marina Bay Sands, we look forward to welcoming you!**