Holiday Inn
HOTELS · RESORTS
ATRIUM SINGAPORE

# International Conference on Asian Language Process

07 December to 09 December 2009

HOTEL RESERVATION

**Please return this hotel reservation form to :**
**Front Office Group Operations**
**Tel : (65) 6731 8333 / (65) 6731 7111**
**Fax : (65) 65 6733 0989**
**E-mail : Groupops@hiatrium.com**

**(BLOCK CODE : IAL)**

☐ **New Reservations** ☐ **Amendment** ☐ **Cancellations**

## Names & Flight Details

**(Mr / Mrs / Ms / Dr)** _____

**(Family Name)** **(Given Name)**

| | | |
|---|---|---|
| Arrival Date : | | |
| | **VIA (Flight #)** | **ETA** |
| Departure Date : | | |
| | **VIA (Flight #)** | **ETD** |

## Accommodation Requirement

| No. of Rooms | Room Type | Room Rate Per room Per Night |
|---|---|---|
| | Business Room Single | SGD $160++ inclusive of 01 buffet breakfast & in-room wired internet |
| | Business Room Double/Twin | SGD $180++ inclusive of 02 buffet breakfasts & in-room wired internet |

## Terms and Conditions

- Guestroom reservations may be guaranteed by credit card.
  Non-guaranteed reservations will be held until 6pm on the day of scheduled check-in and released thereafter without notice.
- If a reservation is cancelled less than 24 hours prior to the date of check-in, a cancellation fee equivalent to one (1) night's accommodation rate will apply. A no-show fee equivalent to one (1) night's accommodation rate will also apply.
- The check-in time is 2pm and check-out time is 12 noon. Requests for earlier check-in or extended check-out are subject to availability and this may be guaranteed by reserving an additional night prior to or after the intended length of stay.

## PAYMENT INSTRUCTIONS

**Guest to settle all accounts upon departure**

**Guest's Signature:**

**Date:**

Credit Card Number : _____

Amex/Visa/MasterCard : _____

Expiry Date : _____

Name on Credit Card : _____

Guest Contact No: _____

Guest Email : _____

**HOTEL USE ONLY**

**Reservations Confirmed by**

**Confirmation No.**

**Billing/Payment Instructions**

**Date :**

**Signature & Hotel Stamp:**

**317 Outram Road, Singapore 169075**
**Hotel Main Line : (65) 6733 0188**