

HOTEL ROOM RESERVATION REQUEST FORM

Telephone: (65) 6432 7192 Facsimile: (65) 6432 7198 Email: SINCI_RES@conradhotels.com

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19th ASP-DAC Conference 20 – 23 January 2013

(SRP Code: GATEA)

Rooms are quoted at special conference rate at the Conrad Centennial Singapore, subject to availability. Please fax your request directly to the Conrad Centennial Singapore, Fax No. (65) 6432 7198 or Email: SINCI_RES@conradhotels.com by **Monday, 06 January 2014**.

ROOM CATEGORY

Please tick your choice(s) of room type(s)

| | |
|--|--|
| CLASSIC ROOM (Single Occupancy) (Double Occupancy) | <input type="checkbox"/> S\$ 320.00++ inclusive of buffet breakfast and in-room internet** <input type="checkbox"/> S\$ 350.00++ inclusive of buffet breakfast and in-room internet** |
| BUSINESS ROOM (Single Occupancy) (Double Occupancy) | <input type="checkbox"/> S\$ 360.00++ per room per night (inclusive of Business Floor privileges) <input type="checkbox"/> S\$ 390.00++ per room per night (inclusive of Business Floor privileges) |
| EXECUTIVE ROOM (Single Occupancy) (Double Occupancy) | <input type="checkbox"/> S\$ 420.00++ per room per night (inclusive of Executive Floor privileges) <input type="checkbox"/> S\$ 470.00++ per room per night (inclusive of Executive Floor privileges) |
| * Smoking / Non-Smoking (Please Circle) | |

* Please note that the above rates are subject to 10% service charge plus government tax and prevailing GST.

** Internet is for (1) IP address/(1) access only

GUEST PARTICULARS

Please fill in the particulars as below:

| | |
|---|-------------|
| NAME OF GUEST MR / MRS / DR / PROF (Please underline surname) | |
| NAME OF ORGANISATION | DESIGNATION |
| CONTACT NUMBER | EMAIL |

RESERVATION DETAILS

| | | |
|---|--|-------------|
| ARRIVAL DATE | FLIGHT NUMBER | FLIGHT TIME |
| DEPARTURE DATE | FLIGHT NUMBER | FLIGHT TIME |
| LIMOUSINE TRANSFER (MERCEDES 'E' CLASS) | <input type="checkbox"/> One-way S\$130.00 nett <input type="checkbox"/> Two-way S\$260.00 nett | |

* Please note that a midnight surcharge of S\$15.00 nett per car per trip will apply for pick-up between 2300 hours and 0700 hours.

CREDIT CARD GUARANTEE

| | |
|------------------------|--|
| NAME OF CARD HOLDER: | |
| CREDIT CARD NUMBER: | EXPIRY DATE: |
| CARD HOLDER SIGNATURE: | TYPE OF CREDIT CARD: AMEX / VISA / MASTER / DINERS |

Please note:

- Check-in time is 1400 hours and check out is 1200 hours
- Room has to be pre-blocked the day prior to arrival for check-in before 1400 hours
- **All reservations are confirmed only if guaranteed for arrival by a valid credit card.**
- **One night room charge plus applicable tax and service charge will be levied in the event of cancellation once booking has been received.**
- **In the event of a no-show or cancellation on the day of the expected arrival, a fee equivalent to the entire length of stay will be imposed**
- A cancellation number is given out whenever cancellation is made. Please take note of this number in the event of questions regarding cancellation of guaranteed reservation.

Apart from the exclusive room rate, your guests will also enjoy the following guestroom amenities and services during their stay:

- Complimentary fruit plate, replenished daily
- Direct dial speaker phones in all guestrooms
- CNN International News and in-house movies
- Full line of toiletries including soaps, bath salts, shampoo & conditioner, bath gel & foam, body moisturiser, etc.
- Tea and coffee making facilities
- Hairdryer in each guest room
- Large working desk with space for personal computers
- Data communication facilities to allow guests to connect personal computers or fax machines
- Voice messages system
- 24 hours room service
- Complimentary shoe shine service
- Use of outdoor swimming pool and fitness centre
- Fast Internet connectivity via the external modem on the writing desk. (Chargeable upon request)

Business Floor Benefits

- Daily buffet breakfast at Salon By The Pool, Level 4, from 0600 to 1030 hours
- Daily laundry or dry-cleaning allowance of S\$20.00 (non-accumulative)
- Complimentary Shoe Shine
- Complimentary fruit plate as welcome amenity, replenished daily
- High-speed broadband Internet access for (1) IP address
- Guaranteed late check-out till 1500 hours
- Complimentary use of meeting room for a maximum of 1 hour per day; subject to availability

* Our dress code is an important tradition at Conrad Centennial Singapore. We appreciate the appropriate attire and footwear in our hotel.

* The dress code is smart casual in all food and beverages outlets (including Salon by the Pool)

Executive Floor Benefits

- Executive Floor rooms are equipped with the latest 46-inch Sony Bravia LCD TV, with home theatre system, which can be used as a VCD, DVD, radio and desktop monitor. Other unique functions include super wide 178 degree viewing angle, built-in Digital SRS TruSurround XT sound, HDMI™ Connection (High Definition Multi-media Interface) and PC connectivity
- Access to the Executive Lounge located on Level 31; open daily from 6am to 11pm
- Personalised check-in and check-out services at the Executive Lounge
- Complimentary wireless connectivity in the Executive Lounge
- Complimentary 1 hour use of personal computer and broadband Internet access in the Executive Lounge
- Complimentary use of meeting room for a maximum of 2 hours per day; subject to availability
- Late check-out till 6pm; subject to availability
- Daily buffet breakfast venues: Executive Lounge from 0600 to 1030 hours, Monday to Friday and 0600 – 1100 hours Saturday, Sunday and Public Holidays OR In-room continental breakfast
- Delightful afternoon tea with finger sandwiches and tea cakes from 2.30pm to 5pm
- Daily evening cocktails with hors d'oeuvres from 1730 to 2000 hours
- All-day tea, coffee, soft drinks and house pour alcoholic beverages
- Complimentary light-pressing for a maximum of 5 items on the day of arrival only
- 50% discount off surcharge for express laundry service
- Fresh fruit plate served daily
- Personalised stationery available upon request
- Complimentary local calls. Data transfer via telephone lines are chargeable
- High-speed broadband internet access for (1) IP address
- Personalised butler service available upon request
- Top of the chart music CDs and DVDs movies available for loan

* In consideration of our other guests and serving of alcohol at the Lounge, children under the age of 12 years are not encouraged into the Executive Lounge

* Dress code: Smart Casual (No sleeveless tee-shirts, fitness attires, shorts and slippers are allowed)