

**12<sup>th</sup> Asia Pacific Medical Education Conference (APMEC) & 3<sup>rd</sup> International  
Conference on Faculty Development in the Health Professions (ICFDHP)  
Room Reservation Form  
4 – 8 February 2015**

**GRAND COPTHORNE  
WATERFRONT  
HOTEL**

To: Reservation Department  
Direct Tel: + 65 6233 1122 Fax: + 65 6233 1133  
Direct Email: [rsvns.gcw@millenniumhotels.com/](mailto:rsvns.gcw@millenniumhotels.com)  
[grprsvns.gcw@millenniumhotels.com](mailto:grprsvns.gcw@millenniumhotels.com)

392 Havelock Road  
Singapore 169663

**Please return the reservation form by 2 Jan 2015, Friday via email directly to Reservation upon completion. Rooms are subject to availability at Hotel's best available rate.**

COMPLETE DETAILS IN FULL			
Title: Mr / Mrs / Ms / Dr (please circle the correct one)			
Guest Given/First name:		Guest Family/Last name:	
Check in:		Flight No. / Estimated Time of Arrival:	
Check out:		Flight No. / Estimate Time of Departure:	
No of Rooms:		No of Guests:	
ROOM CATEGORY	ROOM RATE		
<input type="checkbox"/> Superior (Single)	S\$ 250.00 ++ per room per night with unlimited broadband access and breakfast		
<input type="checkbox"/> Deluxe Room (Single)	S\$ 280.00 ++ per room per night with unlimited broadband access and breakfast		
If required, Additional International Buffet Breakfast can be arranged at S\$20.00++ per person <input type="checkbox"/> Yes <input type="checkbox"/> No			
Request for Smoking or Non Smoking Rooms (subject to rooms' availability) <input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking			
Contact Person:		Designation:	
Company Name			
Company Address:			
Contact Nos: (O) _____ (F) _____ E-mail: _____			
AIRPORT LIMOUSINE TRANSFER ARRANGEMENT	Yes	Yes	No
Transport (BMW 5 Series / Mercedes E Class) - S\$90.00 nett per transfer ** Midnight surcharge of S\$10.00 nett applies for trips between 2300hrs to 0700hrs	<input type="checkbox"/> From Airport	<input type="checkbox"/> To Airport	<input type="checkbox"/> Not required
CREDIT CARD GUARANTEE	CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB		
Card No:	Expiry Date ((mm-yy):		
Cardholder's name on credit card:	Cardholder's Signature:		

**Note / Terms & Condition:**

- Rates quoted are subjected to 10% service charge & 7% Goods and Services Tax per room night, unless stated as nett.
- All reservations must be guaranteed by credit card for full duration of stay booked. Reservation is guaranteed upon confirmation. If there may be any cancellations from henceforth, a 1-night charge will be levied.
- Where cancellation is made less than 3 days to arrival, or when there is a No-show, 100% of the total room charges will be levied as cancellation or no show charge..
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates quoted are subject to increase should the arrival and departure dates change once the agreement has been signed by both parties.
- Check in time is at 1400hrs and check out time is 1200hrs

**Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.**

**OFFICIAL USE ONLY:**

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____
Block Code:	