

Attn: Chong Xiaowei DID: (65) 6739-6795 FAX: (65) 6739-6605 HOTLINE: (65) 6739-6588
Sales Manager Email: xiaowei.chong@orchardhotel.com.sg

PLEASE FAX TO ORCHARD HOTEL SINGAPORE at 65-6739-6605

NUS – Yong Loo Lin School of Medicine
7th Asia Pacific Medical Education Conference (APMEC) on 04-08 February 2010
Bookings from 03 to 09 February 2010
Kindly revert back to us latest by 13 January 2010

BOOKER INFORMATION

| | |
|------------------------|-------------------|
| Contact Person : _____ | Date : _____ |
| Company : _____ | Telephone : _____ |
| Fax : _____ | Email : _____ |
| | Signature : _____ |

Please indicate accordingly

RESERVATION AMENDMENT CANCELLATION

TRAVEL GUEST INFORMATION

Guest Name : _____
(Please underline the Family Name)

Organization : _____

Address : _____

| | |
|-----------------------|-------------------------------|
| Tel : _____ | Country : _____ |
| No. of Nights : _____ | Fax : _____ |
| Arrival : _____ | Email : _____ |
| Departure : _____ | Arrival Flight/Time : _____ |
| | Departure Flight/Time : _____ |

ACCOMMODATION REQUEST *(Please select your accommodation requirements by ticking appropriate box)*

| Room Category | Room Rates | |
|---------------|--|--|
| | Single (1 Person per room) | Double/Twin (2 Persons per room) |
| Superior Room | S\$205.00 per room per night (Room only) <input type="checkbox"/> | S\$205.00 per room per night (Room only) <input type="checkbox"/> |
| Deluxe Room | S\$225.00 per room per night (Room only) <input type="checkbox"/> | S\$225.00 per room per night (Room only) <input type="checkbox"/> |

*Breakfast is chargeable at a special rate of S\$20.00+++ per person per day (walk-in price @ Orchard Café is S\$28.00+++)

**In-room broadband can be packaged into the room rate at additional rate of S\$20.00+++ per day

ADDITIONAL REQUIREMENTS

| | Yes | No |
|-----------------------------------|--------------------------|--------------------------|
| Include Breakfast* | <input type="checkbox"/> | <input type="checkbox"/> |
| Include in-room broadband** | <input type="checkbox"/> | <input type="checkbox"/> |
| Airport Limousine Transfer | | |
| > Arrival | <input type="checkbox"/> | <input type="checkbox"/> |
| > Departure | <input type="checkbox"/> | <input type="checkbox"/> |

Airport Limousine Transfer is at S\$67.41nett per way (Additional charge of S\$10.70nett per way for transfer is required between 0000 – 0800hrs)

Remarks / Requests: _____

GUARANTEED INSTRUCTIONS

Visa Mastercard Diners Amex JCB credit card for room reservation

Card Holder Name : _____
Card Number : _____ Expiry Date : _____

- 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 13 January 2010. Thereafter, the room rates may vary at the point of reservation.
- In the event of no-show or cancellation less than 48hrs, one room night charge will be applicable.
- Kindly note that we are 100% smoke-free hotel.
- Official confirmation of your reservation will be sent by Orchard Hotel Singapore.

Thank you for choosing Orchard Hotel as your choice of accommodation.