

Attn: Chong Xiaowei DID: (65) 6739-6795 FAX: (65) 6739-6605 HOTLINE: (65) 6739-6588
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PLEASE FAX TO ORCHARD HOTEL SINGAPORE at 65-6739-6605

19th Asian Federation on Intellectual Disabilities Conference 2009
Bookings from 22 November – 26 November 2009
 Kindly revert back to us latest by 02 November 2009

BOOKER INFORMATION

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

Please indicate accordingly

RESERVATION
 AMENDMENT
 CANCELLATION

TRAVEL GUEST INFORMATION

Guest Name : _____ <i>(Please underline the Family Name)</i>	
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\$225.00 per room per night (Room with in-room Broadband)* <input type="checkbox"/>	S\$225.00 per room per night (Room with in-room Broadband)* <input type="checkbox"/>
Deluxe Room	S\$245.00 per room per night (Room with in-room Broadband)* <input type="checkbox"/>	S\$245.00 per room per night (Room with in-room Broadband)* <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+++)*

ADDITIONAL REQUIREMENTS

	Yes	No
Include Breakfast	<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\$42.91nett per way (Additional charge of S\$10.70nett per way for transfer is required between 2300 – 0700hrs)

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 **02 November 2009**. 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.