



6 Raffles Boulevard, Marina Square, Singapore 039594
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Attention : Kenneth Leong

ROOM RESERVATION FORM

**ICFEM 2003
(5 - 7 NOVEMBER 2003)**

Rates quoted are for Marina Mandarin Singapore and applicable for this event only. To secure a confirmed reservation, please fax your request directly to the Hotel by Friday, 3 October 2003. An acknowledgement will be sent to you upon confirmation of your room reservation.

_____ Prof. _____ Dr. _____ Mr _____ Mrs _____ Ms

Family/Last Name : _____ First Name : _____

Name of Sharer : _____ First Name : _____

Organization : _____ Mailing address : _____

City : _____ State: _____ Postal/Zip Code : _____

Country : _____

Phone : _____ Fax: _____ E-mail : _____

Date of Arrival : _____ Date of Departure: _____

Number of Nights: _____

Flight Number/Time: _____ Flight Number/Departure Time: _____

* Please note that check-in time is 2.00 pm and check-out time is at 12.00 noon

* If you are arriving in the early hours of the morning, we suggest that you reserve your room for the night before to ensure that your room will be available upon check-in.

Room Category (Please selected one)

- Deluxe at SGD\$160.00 +++ (inclusive of 1 American Buffet Breakfast)**
 Deluxe at SGD \$150+++ (Rooms Only)

Rates quoted are subject to 10% service charge, prevailing 1% government tax and 4% goods and services tax (GST) per room per night. Additional breakfast is chargeable at \$20+++.

One night non-refundable deposit is required for a **guaranteed** reservation confirmation.

Please guarantee to my credit card American Express Visa Mastercard Diners

Card Number: _____ Expiry Date: _____ month
_____ year

Cardholder's name: _____ Signature of Cardholder: _____

- Any cancellation should be faxed to the Hotel at least 72 hours prior to arrival.
- One night room rate will be levied for no show or if reservation is cancelled less than 72 hours prior to arrival.
- Request for early check-in and late check-out are subject to room availability.
- Room reservations without arrival flight details or non guaranteed reservation by credit card will be released at 6pm.

For Hotel Use : YOUR RESERVATION IS CONFIRMED/WAITLISTED

Confirmation Number :

Remarks:

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