

**Hotel Reservation Form for
IPFA 4th Asia Workshop
6th – 7th March 2019**

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| <p>Please return this Hotel Reservation Form to RESERVATION DEPARTMENT Keangnam Hanoi Landmark Tower, Plot E6 Cau Giay - New Urban Area, Me Tri Ward, Nam Tu Liem District, Hanoi, Viet Nam</p> <p>Tel: +84 (24) 3698 8888 Fax: +84 (24) 3698 8889</p> <p>Email: meeting.hanoilandmark72@ihg.com / res.hanoilandmark72@ihg.com</p> | |
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1. YOUR DETAILS Please complete in block capitals

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|---------------------------|--|--------------------|--|---------------|--|
| Family name: | | Given name: | | Title: | |
| Company: | | | | | |
| Tel (direct line): | | Fax: | | Email: | |

2. YOUR REQUIREMENT Please tick your options

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|--|--|--|---|
| <u>Room types:</u> Deluxe room | <input type="checkbox"/> US\$ 117.00++ with one buffet breakfast and internet access | | |
| <u>Supplement:</u> | <input type="checkbox"/> Daily Buffet breakfast at US\$ 15.00++ per room per day for double occupancy <input type="checkbox"/> Club room supplement at US\$ 70.00++ | | |
| <u>Room preference:</u> | <input type="checkbox"/> King Bed | <input type="checkbox"/> Twin bed | |
| Arrival Date: | | Departure Date: | |
| Airport pick up: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Airport drop off: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Arrival Flight detail: | | Departure Flight detail: | |
| Hotel Limousine Service (03-seater) | <input type="checkbox"/> BMW/Mercedes car at US\$ 63.04++ per way | Hotel Limousine Service (07-seater) | <input type="checkbox"/> Toyota Innova car at US\$ 71.74++ per way |

Note: The above rates are subject to 15.5% Service charge & Government Tax per room per night.

3. TO GUARANTEE YOUR ROOM

Terms & Conditions:

1. Room type will be confirmed according to the room availabilities on the booking date.
2. Any cancellation before 17:00 GMT+7 on 20th Jan 2019 will be released without charge.
3. First room night charge will be applied for the cancellation between 18th to 31st Jan 2019
4. After 31st Jan 2019, all room nights will be confirmed, full charge of all nights will be applied for any cancellation. Cancelled rooms will be released for resale.
5. Shortened stay of any rooms: Any change that shortens the stay is considered room cancellation and will be charged based on the terms and conditions above.
6. Any change in the arrival date or the room quantity shall be deemed cancellation.
7. Any no-show rooms are considered room cancellation and will be charged for the whole duration of the stay reserved.
8. Standard check-in time is from 3:00pm and check-out time is at 12:00 noon.
9. Early check-in is free of charge subject to availability. A full night charge for early check in before 10:00; 50% of one night charge for early check in after 10:00.
10. 50% of the one night charge for late check-out till 18:00. A full night charge for late check-out after 18:00

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| Type of card: | <input type="checkbox"/> VISA | <input type="checkbox"/> AMEX | <input type="checkbox"/> MasterCard | <input type="checkbox"/> DINERS | <input type="checkbox"/> JCB |
| Card number: | | | | | |
| Expiry Date: | | | Name on Card: | | |
| Signature of Cardholder to guarantee room: | | | | | |

4. CONFIRMATION To be complete by the hotel

(OFFICIAL USE ONLY)

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|---|--|-----------------------------------|--|
| ❖ This section will be completed by the hotel who will then fax or email the whole form back to you | | | |
| We are pleased to confirm the above booking | | Date of Confirmation: | |
| Group code: | | Confirmed by: | |
| Reservation number: | | Hotel stamp (for faxed copy only) | |

Thank you very much for your reservation. We look forward to welcoming you to InterContinental Hanoi Landmark72