



ACCOMMODATION BOOKING FORM
3RD INTERNATIONAL CONFERENCE ON TEACHING AND LEARNING WITH TECHNOLOGY (ICTLT)
27 MARCH 2012 TO 30 MARCH 2012

Please return directly to: CARLTON HOTEL SINGAPORE

76 Bras Basah Road Singapore 189558 Tel: (65) 6338 8333

Contact Persons:

Ms Pauline Chiang (Senior Sales Manager) Tel: (65) 6311 8149

Email: pauline.chiang@carltonhotel.sg

A. ROOM RESERVATION

Superior Room

S\$265.00++ per room per night inclusive of one buffet breakfast

S\$285.00++ per room per night inclusive of two buffet breakfast

All rates quoted are subject to 10% service charge, prevailing government taxes, valid for this event only and in Singapore dollars. Room types are subject to availability upon reservation.

Please complete this form and returned to us by **15 March 2012**. Any form received after this date, the room category and room rate will be subjected to availability.

Kindly read the terms and conditions stated at the second page of the reservation form before submission.

B. YOUR PARTICULARS

Arrival Date : _____ Flight No.: _____ E.T.A. : _____

Departure : _____ Flight No.: _____ E.T.D. : _____

MANDATORY

Early Arrival : Room Pre-blocked one day before arrival (Subject to one night room charge) YES NO
(Please take note that all check-in are after 1400hrs unless rooms are pre-blocked)

Name of guest :

(First Name) : _____ Family Name : _____

(Prof, Dr, Mr, Miss, Mrs, Ms)

Please complete a copy of this form for each room booking.

Telephone: _____ Telefax: _____ E-Mail: _____

C. PAYMENT

Payment method (Please tick one):

Visa Card MasterCard Card American Express

Visa/MasterCard/Amex No. _____

Expiry Date: _____

Full Name: _____

Signature: _____



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D. IMPORTANT INFORMATION / TERMS & CONDITIONS

1. A non-refundable deposit based on one-room night will be charged for every successful confirmation of booking.
2. Individual credit card information must be provided in the form. No reservation will be processed should there be an absence of the credit card details in the reservation form, or a provision of an invalid credit card.
3. No-show or cancellation/ amendment of confirmed reservation made by **15 March 2012**, cancellation charge based on the entire duration of stay will be levied.
4. Check-in time at the hotel is 1400hrs. For early arrival, we would like to recommend reservation to be pre-blocked one-night before the actual arrival date for guaranteed check-in.
5. Check-out time at the hotel is 1200hrs. Late check-out till 1800hrs will be chargeable at 50% of the room rate and a full room night charge will be levied for late check-out after 1800hrs
6. Please inform us of any changes of your reservation in writing via email or fax.
7. All room types will be subject to availability at the time of booking.
8. By signing this form, the booker agrees to the Terms and Conditions stipulated in this form