

**CISRAM 2010**  
**28 to 29 June 2010**

**GRAND COPTHORNE  
WATERFRONT HOTEL**

To: Victor Chin (Director of Sales)  
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392 Havelock Road, Singapore 169663  
Tel no.: (65) 6733 0880  
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Please return the reservation form by **27 May 2010 (Thursday)** via fax or email directly to the hotel upon completion. Please note that rooms are subject to availability.

<b>COMPLETE DETAILS IN FULL</b>			
Title:		Mr / Mrs / Ms / Dr / Prof / Others: _____ (please circle the correct one / specify)	
Given/First name:		Family/Last name:	
Company Name:		Job Title:	
Address			
Passport Number:		Date of Birth:	
Contact Details	Tel:	Fax:	E-mail:
<b>ROOM CATEGORY (subject to availability)</b>		<b>ROOM RATE</b>	
<input type="checkbox"/> Superior Room (Inclusive of 01 daily buffet breakfast)		S\$240.00++ per room per night	
If required, additional buffet breakfast can be arranged at S\$25.00++ per person per day		o Yes o No	
Check in:		Flight Details:	
Check out:		Flight Details:	
Room Preference: o King-Size Bed		o Twin-Bed	
o Non-Smoking Room		o Smoking Room (Request is subject to availably)	
<b>CREDIT CARD GUARANTEE</b>		<b>CARD TYPE: AMEX / MASTER CARD / VISA / DINERS / JCB</b>	
Card No:		Expiry Date ((mm-yy):	
Cardholder's name on credit card:		Cardholder's Signature:	

**Note / Terms & Condition:**

- Rate quoted is subject to 10% service charge and 7% Goods & Services Tax (GST).
- All reservations must be guaranteed by credit card for the full duration of stay booked.
- Should there be any cancellation made less than a week prior to arrival for confirmed reservations, a one night cancellation charge will be levied.
- Cancellation made less than 3 days prior to arrival for confirmed reservations will be charged for the entire duration of stay.
- Should there be any shortening of stay when the guest has already checked-in, the hotel will proceed to charge based on the original entire duration of stay.
- Check-in time is 1400hrs. Check in before 1400hrs is subject to room availability unless the room is pre-blocked one night in advance, for which the charges of an additional full day will be levied at the confirmed rate.  
Check-out time is 1200hrs. All late check-out requests after 1200hrs are subject to availability. A 50% discount off the existing room rate will be levied for late check-out by 1800hrs and a full day charge will be levied after 1800hrs.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.

*Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.*

**OFFICIAL USE ONLY:**

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____