



# Shangri-La hotel

SINGAPORE

*First. Org, Inc.*

*Corporate Executive Programme*

**Thursday, 30 June – Friday, 1 July 2005**

Please fax the completed accommodation form directly to the hotel (Fax No: +65 6735-5980) or email [reservations@shangri-la.com](mailto:reservations@shangri-la.com) attention: Reservations Department.

**CUT OFF DATE: 26 May 2005**

Thereafter, all rooms will be subject to guest room and rate availability.

**PLEASE INDICATE YOUR PARTICULARS:**

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Title/Company: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_  
Country: \_\_\_\_\_ City: \_\_\_\_\_

**ACCOMMODATION**

- Single       Double       Smoking       Non-Smoking
- \*Valley Wing Deluxe Room S\$435+++ (With Valley Wing Benefits)

**Note to Corporate Executive Programme Participants: FIRST will cover the cost of lodging for 2 nights as part of your conference registration fee. However, if you will be staying longer than 2 nights, it will be at your own expense.**

*Above room rate is subject to 10% service charge and prevailing taxes.*

Arrival Date: \_\_\_\_\_ FLIGHT/ETA: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ FLIGHT/ETD: \_\_\_\_\_

CHECK-IN TIME IS 2.00 PM. To guarantee early check-in, please book one night before.  
CHECK-OUT TIME IS 12 NOON. Extended use of rooms till 6.00pm on day of departure is subject to half day's rate. Thereafter, is subject to full day's rate.

Reservations must be accompanied by a **one room night's deposit** either by credit card or bank draft payable to "Shangri-La Hotel Limited" as guarantee for booking.

\_\_\_\_\_  
Credit Card Number                      Expiry Date

Rooms will be auto-released at 4pm on day of arrival for non-guaranteed reservations. Any cancellation on guaranteed reservations reserved less than 72 hours prior to arrival, will be subjected to full charge of the entire reservation period.

Thank you for choosing the Shangri-La Hotel, Singapore.

**HOTEL USE ONLY:**

\_\_\_\_\_  
**Booking is confirmed/not confirmed**

\_\_\_\_\_  
**Acknowledged By**