



Shangri-La hotel

SINGAPORE

First. Org, Inc.

The 17th Annual FIRST Conference

Sunday, 26 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 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

*Tower Wing Deluxe Room S\$200+++ (Room Only)

*Garden Wing Deluxe Room S\$280+++ (Room Only)

*Horizon Club Premier Room S\$350+++ (With Horizon Club Benefits)

*Valley Wing Deluxe Room S\$435+++ (With Valley Wing Benefits)

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

Arrival Date: _____ FLIGHT/ETA: _____

Departure Date: _____ FLIGHT/ETD: _____

Transfer Arrangement: Please mark [X] if airport transfer is required

[] Arrival Transfer [] Departure Transfer

Transfer to and from the airport is at S\$110.00 per trip and subject to 5 % GST. Surcharge of S\$10.00 is applicable for arrivals/departure between 2300 - 0700 hours. The Hotel requires at least 2 hours prior notification for any amendment or cancellation. Failing which a full limousine charge will be levied.

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