

**7th IWA-ASPIRE Conference
11 – 14 September 2017**

ROOM RESERVATION FORM

New Amendment Cancellation

Deadline: 28 AUGUST 2017

GUEST DETAILS

First Name		Sharing with	Airport Transfer (per car per way)	
Last Name			Mercedes E Class at RM365.00nett MPV Alphard/Vellfire at RM435.00nett	
Contact Number			<input type="checkbox"/> Pick Up <input type="checkbox"/> Drop Off <input type="checkbox"/> Roundtrip	
Email Address				
Company Name		Flight Details (24:00hrs)		
Arrival Date		Arrival Flight No		ETA
Departure Date		Departure Flight No		ETD
Special Request				

- A surcharge of 50% will be levied for transfer between 12.00am to 6.00am.
- Any flight changes must be advised at least 24 hours prior to arrival.
- For no show or cancellation made within 4 hours prior to arrival, full penalty charge will be applied.

ROOM CATEGORY

Room Category	Room Rates		No. of Room(s)	No. of Adult(s)
	Single [RM]	Double [RM]		
Executive Room	480.00++	520.00++		
Horizon Executive Room	680.00++	720.00++		
Premier Selection Suite	880.00++	880.00++		
Preference(s) – subject to availability	<input type="checkbox"/> King Bed <input type="checkbox"/> Twin Bed		<input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking	

- Above room rates are subject to 10% service charge plus 6% GST (Goods & Services Tax) thereon.
- Inclusive of daily breakfast and Hotel WIFI (200Mbps) internet access.
- Applicable for stays three (3) days prior to event and three (3) days after the event dates.
- Horizon Room & Suite is inclusive of Horizon Club Privileges.

ROOM GUARANTEE METHOD

<input type="checkbox"/> VISA	<input type="checkbox"/> MASTER	<input type="checkbox"/> AMEX	<input type="checkbox"/> JCB
Credit Card no	Expiry Date	Security Code	Card Holder's name

- Credit card details is required upon reservation to confirm your room booking,
- **The hotel will charge one room night to the above credit card which is not refundable.**

TERMS AND CONDITIONS

1. Official check-in time is 1400hrs and check out time is 1200hrs.
2. Full-day surcharge will be applicable for guaranteed check in between 0001 hours to 1400 hours.
3. Late check out after 1200 hours and before 1600 hours is chargeable at 50% of room rate. Full rate is chargeable for departures after 1600 hours onwards.
4. Any cancellation or reduction of room nights to hotel room bookings after **28 AUGUST 2017** will result in a late cancellation charge equivalent to full duration of stay. The hotel must be notified in writing for this.
5. Full charge of the entire duration of stay will be imposed should there be any no show on day of arrival.

HYPERLINK

http://www.shangri-la.com/reservations/booking/en/index.aspx?hid=SLKL&group_code=IWA110917&check_in=20170910&check_out=20170914