

GRAND PLAZA HOTEL SINGAPORE
HOTEL REGISTRATION FORM

4th Asian Control Conference, SICEC, Singapore
25 to 27 September 2002

Note : This hotel is situated about 15 minutes walk away from the Conference venue. A two-way transfer to and from the Conference venue is available.

Please return this form directly to the Hotel.

TO: RESERVATIONS MANAGER
GRAND PLAZA SINGAPORE

Fax No: (65) 6339 6202
Tel No: (65) 6432 5558/9
Email : res.gph@plazapacifichotels.com

A. ROOM RATES

Hotel	Room rate per night		Room Type			
	Superior	Single S\$135.00	Twin S\$135.00	Sgl	Dbl	Twin
Grand Plaza Hotel 10 Coleman Street						
American Breakfast at S\$15.00 per person			Yes	No		

- All rates quoted are subject to prevailing taxes and service charges.
- 2-way complimentary transfers from Hotel to Conference venue will be provided daily.

B. YOUR PARTICULARS

Given Name : _____
 Family name: _____
 Organisation: _____
 Address: _____
 City/Zip/Postal Code : _____ Country : _____
 Telephone: _____ Telefax: _____ E-Mail: _____
 Name of guest sharing room with (Given Name) : _____
 Family name : _____ (Prof, Dr, Mr, Miss, Mrs, Ms)
 Arrival date : _____ Flight No. : _____ E.T.A. : _____
 Departure : _____ Flight No. : _____ E.T.D. : _____

Please complete a copy of this form for every room reservation.

C. PAYMENTS

Payment method (Please tick one) :
 Bank Draft (S\$) Visa Card Mastercard Card American Express
 Bank Draft No. _____ Visa/Mastercard/Amex. _____
 Amount : S\$ _____ Expiry Date : _____
 Full Name : _____ Signature : _____ Date : _____

D. IMPORTANT INFORMATION

- 1) Please note that room reservations will only be confirmed when the hotel receives from you a deposit equivalent to one night's room rate. No refunds will be entertained for cancellations made less than 48 hours prior to arrival.
- 2) Please forward your reservation/payment by **Friday, 23 August 2002**.
- 3) Payment by bank draft should be in Singapore Dollars. Please make draft payable to "**Hotel Grand Plaza (S) Pte Ltd**".
- 4) Check-in time is 1400 hours and check-out time is 1200 hours. For early check-in between 0600 hours and 1000 hours, it is recommended that the room be booked from the night before.
- 5) Any changes to your reservation must be made in writing.