

**GRAND PLAZA HOTEL SINGAPORE**  
**HOTEL REGISTRATION FORM**  
**4<sup>th</sup> 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 Twin	Sgl	Dbl	Twin
Grand Plaza Hotel 10 Coleman Street		S\$135.00 S\$135.00			
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.