

**EMERGING TRENDS
IN HIGHER EDUCATION LEARNING
AND TEACHING
18 -19 OCTOBER 2010**

HOTEL RESERVATION FORM



DAMANSARA

6, Jalan PJU 7/3, Mutiara Damansara,
47800 Petaling Jaya,
Selangor Darul Ehsan, Malaysia
Tel: 603-7843 1111
Fax: 603-7843 1122
www.royalebintang.com.my

**PLEASE COMPLETE THIS FORM AND FAX TO MS MARIA ISHA AT
[+603-7843 1126](tel:+603-78431126) OR EMAIL TO maria@royalebintang.com.my**

Guest Name: _____ Date of Birth: _____

Address: _____

Passport / IC: _____ Expiry: _____ Date of Issue: _____

Telephone: _____ Facsimile: _____ Email: _____

Check-in date (dd/mm/yy): _____ Time : _____

Check-out date (dd/mm/yy): _____ Time : _____

Note: Hotel check-in time :after 2.00 pm

Hotel check-out time : before 12.00 pm

Credit Card Number : _____ **Name of Cardholder :** _____

Card Type : _____ **Expiry Date:** _____

3 digit code : _____ **Signature of Cardholder :** _____

**All reservations will be held until 6.00pm, unless a credit card guarantee or advance payment has been provided to the Hotel on/before arrival date. Otherwise, the Hotel reserves the right to release the room.*

**Cancellation and No-Show Policy: 25% of the Total Room Charge if cancellation made 3 days prior to arrival. No shows will be subjected to charge equivalent to one (1) night accommodation.*

Room Category: (Please tick ✓)

Room Type	Room Rate	✓
Superior Queen	RM 250 ++ per room per night (Single/Double) (with 2 breakfast)	
Deluxe Queen	RM 285 ++ per room per night (Single/Double) (with 2 breakfast)	
Studio Deluxe Twin	RM 340 ++ per room per night (Double) (with 2 breakfast)	
Family Suite	RM 430 ++ per room per night (Triple) (with 3 breakfast)	

☞ *All room rates are subject to 10% service charge and 5 % government tax.*

☞ *Participants are required to check into the hotel directly and all payments are to be made to the hotel.*

GUEST'S SIGNATURE

Name : _____

Date : _____

FOR HOTEL USE

Confirmation number : _____

Date Confirmed : _____