



## GROUP RESERVATION FORM

**International Diabetes Federation Western Pacific Regional Congress 2018  
November 22-25, 2018**

New Booking

Amendment

Cancellation

### GUEST'S INFORMATION (PLEASE TYPE OR WRITE IN BLOCK LETTERS)

#### Guest 1:

Title :	Surname :	Given Name :
Company Name :		Designation :
Company Address :		
Zip/City Code :		Country :
Passport Number :		Nationality :
Place & Date of Issue :		Date of Birth :
Phone :		Fax :
*Email :		

#### Guest 2 (if sharing the same room; if applicable):

Title :	Surname :	Given Name :
Company Name :		Designation :
Company Address :		
Zip/City Code :		Country :
Passport Number :		Nationality :
Place & Date of Issue :		Date of Birth :
Phone :		Fax :
*Email :		

### BOOKER'S INFORMATION (PLEASE TYPE OR WRITE IN BLOCK LETTERS)

Contact Person :	Organisation :
Phone :	Fax :
*Email :	

Hotel confirmation will be sent to the \*email address(es) given. Please include other email addresses(s) for the same confirmation to be copied to.

### HOTEL RESERVATION

- All rates quoted in Malaysian Ringgit (MYR) and are subject to 6% Goods and Services Tax (GST) per room per night. An additional charge of MYR 10 per room per night will be collected upon check-out (Malaysian Nationals and Permanent Residents are exempted).
- Special rates have been specially designed for participant only and all reservations will be based on room availability.
- Room rate quoted above are applicable two (2) days pre and two (2) days post after the official conference date for the given room category only.
- All guestroom booking to be reserved latest by **01 November 2018**. Any reservation after which, guestroom and rate will be subject to availability.
- Reservation confirmation can only be made with valid credit card information as a guarantee. Please note that non-guaranteed booking will be released and any request for rooms at the negotiated rates will be subject to availability. Any cancellation and change of date after which result in reduction of stay or no show will be subject to the following conditions:
  - a) Cancellation made with less than 30 days notice, the hotel will impose a penalty equivalent to 2 nights room deposit.
  - b) Cancellation made with less than 14 days notice, the hotel will impose a penalty equivalent to full charges for the duration of stay, based on initial confirmed reservation.
  - c) Any No Show, the hotel will impose a penalty equivalent to full charges for the duration of stay, based on initial confirmed reservation and subsequent night will automatically released for hotel's general sales and any request for rooms will be subject to availability.
- Extra bed is chargeable at MYR150+ per unit per night.
- Check-in is at 15:00 and check-out is at 12:00 noon. Early check-in and late check-out request is subject to room availability upon arrival. Early check-in before 10:00 is subject to Pre-Registered Reservation with one (1) night charge. Late check-out 14:00 to 18:00 is subject to 50% fee of the room rate. Late check-out later than 18:00 is subject to one (1) night charge.
- Confirmation of room types is subject to availability at time of booking as number of rooms available per category is limited, therefore the next category will be offered if the selected room category is sold out.
- Selected bedding preference will be noted by hotel however subject to availability upon check in.

