

**Send to hotel latest by: Monday, 22 October 2007**

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| <b>4<sup>TH</sup> INTERNATIONAL CONFERENCE ON EDUCATIONAL TECHNOLOGY (ICET 2007)</b><br>Republic Polytechnic, from 21 to 22 November 2007<br><b>REPLY FORM ROOM RESERVATION</b><br>Please return this form to the hotel directly by fax or email<br><b>Attention: Louis Cheng – Asst. Director of Sales –Tours &amp; Travel/M.I.C.E.</b><br>Tel: +65 6739 6589; Fax: +65 6739 6605<br>Email: <a href="mailto:louis.cheng@orchardhotel.com.sg">louis.cheng@orchardhotel.com.sg</a><br>Or <a href="mailto:salesco@orchardhotel.com.sg">salesco@orchardhotel.com.sg</a> |  |
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| GUEST INFORMATION   |  |            |  |
|---------------------|--|------------|--|
| Last name           |  | First name |  |
| Telephone           |  | Facsimile  |  |
| Email               |  |            |  |
| Company             |  |            |  |
| Residential Address |  |            |  |

| ROOM TYPE & RATES   |  |
|---|--|
| <b>All rates are subject to 10% service charge &amp; government taxes.</b><br><b>Room category is subject availability upon confirmation of reservation</b> |  |
| <b>Rooms</b>  | Please tick. Room types will be assigned on a first come first serve basis<br>Superior (Room only*) @S\$235.00+++ per night.<br><i>**Daily breakfast can be arranged at an additional S\$20.00+++ per person, to be included in the room rate.</i> <input type="checkbox"/> - Breakfast  |
|   | Executive club (single) @ S\$320.00+++ per night.<br>Executive club (double/twin) @ S\$340.00+++ per night.<br><i>** Executive club benefit include express check in/out at the Club Lounge, breakfast, evening cocktail from 6-8 pm, with free flow of soft drink, beer or wine, snack and canapés at the Club Lounge, Complimentary laundry credit of up to S\$18 nett (non-accumulative) daily, Complimentary house brand mineral water and soft drinks (exclude juices) from the minibar, and complimentary local calls.</i> |
|   | <input type="checkbox"/> - Single<br><input type="checkbox"/> - Double<br><input type="checkbox"/> - Twin  |
|   | <input type="checkbox"/> - Single<br><input type="checkbox"/> - Double<br><input type="checkbox"/> - Twin  |

| DURATION OF STAY |  |                  |  |
|------------------|--|------------------|--|
| Check in Date    |  | Arrival Flight   |  |
| Check out Date   |  | Departure Flight |  |
| <b>Remarks</b>   | <ul style="list-style-type: none"> <li>Check in time: 14:00 hrs, Check out time: 12:00 noon. For arrival before 1400 hrs, kindly pre-block the room a day earlier, subject to one night additional charge. 50% off the room rate will be levied for any late check out request till 18:00hrs, thereafter, the full day rate is applicable, subject to room availability.</li> <li>Upon check-in, kindly re-confirm actual departure date otherwise the Hotel reserves the right to levy a charge on the balance room night for any early departure from the original date.</li> <li>One night room charge will be levied for any cancellation made on or after 23 October 2007, or in the event of No Show.</li> </ul> |                  |  |

| RESERVATION GUARANTEE   |                                     |                               |                                 |
|---|-------------------------------------|-------------------------------|---------------------------------|
| Please note that credit details are required upon making the booking. Payment will be made directly at the Hotel. |                                     |                               |                                 |
| Credit Card   | Mastercard <input type="checkbox"/> | Amex <input type="checkbox"/> | Visa <input type="checkbox"/>   |
|   |                                     |                               | Diners <input type="checkbox"/> |
| Credit card number  |                                     |                               | Expiry Date                     |

| AIRPORT TRANSFER ARRANGEMENT   |                          |                              |                             |
|--|--------------------------|------------------------------|-----------------------------|
| Please tick if you would like our transport service to be arranged, (chargeable as indicated). |                          |                              |                             |
| If required between 23:00-08:00, surcharge of S\$10.50nett is applicable)                      | Arrival (S\$42.10nett)   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|  | Departure (S\$42.10nett) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Signature & Date:

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