

**Hotel Reservation Form**  
**AVPN Conference 2019**  
**Suntec Singapore International Convention and Exhibition Centre**

Please reserve a room for the following guest(s)		
Guest name [please underline surname]:		
Mr / Mrs / Ms : .....		
Confirmation No	:	<b>[to be filled by Swissotel Merchant Court Singapore]</b>
Arrival Date	:	Arrival flight :..... ETA:.....
Departure Date	:	Departure flight :..... ETD: .....
Email : .....		
No of rooms : .....		
<input type="checkbox"/> <b>Premier Room : S\$220.00++ per room per night (Single/Twin)</b> <input type="checkbox"/> <b>Buffet Breakfast : S\$20.00++ per person</b>		
<b>Optional:</b>		
<input type="checkbox"/> <b>For guaranteed early check-in, room will be reserved from the night before, chargeable at a full day room rate</b>		
<input type="checkbox"/> <b>Late check-out <u>till 18:00hrs</u> is chargeable at half day room rate at S\$110.00++</b>		
<input type="checkbox"/> <b>Late check-out <u>after 18:00hrs</u> is chargeable at full day room rate at S\$220.00++</b>		
<input checked="" type="checkbox"/> <b>Inclusive of unlimited usage of High-Speed Internet Access throughout the hotel</b>		
<b>Rooms are subject to availability upon confirmation. All rates are subject to 10% service charge and 7% goods &amp; service tax, thereafter. Room rate is commissionable at 10% to Global Cynergies LLC</b>		
<b>Billing:</b> Please guarantee my reservation by credit card:		
<input type="checkbox"/> AMEX   <input type="checkbox"/> Visa   <input type="checkbox"/> Diners Club   <input type="checkbox"/> MasterCard		
Hotel will send you a secure pay link for you to input your credit card details		

**\*Note:**

- **All confirmed bookings are guaranteed and cannot be cancelled. In the event of cancellation, the entire duration of the stay will be charge to the credit card provided**
- **No-show booking will be subject to a no-show charge based on the entire stay**

Check-in time : 1500hrs The Hotel will make reasonable efforts to accommodate early arrivals.  
Check-out time : 1200hrs Extended use of rooms will be subject to availability

All reservations must be sent to [laiyin.soo@swissotel.com](mailto:laiyin.soo@swissotel.com) **before 1 June 2019**. After this date, room rate will be subject to change and rooms will be subject to availability.

**Main Contact**

Tel : (65) 6239 1722  
Email : [laiyin.soo@swissotel.com](mailto:laiyin.soo@swissotel.com)