**RESERVATION FORM:**

 **EO Global Leadership Conference (GLC)**

 **during May 9 – 16,2016**

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| To : By E-mail: By Fax: By Tel: | Reservation Departmentrsvnhi@ihgbangkok.com+66 2 254 9988+66 2 656 1555 |

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| **Name of guest:** (Mr. / Ms. / Miss)  |
| Company Name:  | Position:  |
| Tel:  | Fax: |
| Email:  |
| Date of Arrival:  | Arrival Flight No./Time:  |
| Date of Departure:  | Departure Flight No./Time:  |
| Check-in Date (check in time: 2:00pm)  | Check-out Date: (check out time: 12:00pm) |
| **ACCOMMODATION****Room type @ Holiday Inn Bangkok****\_\_\_\_ Standard Room THB 3,600++/room/night (Single)****\_\_\_\_ Standard Room THB 4,000++/room/night (Double/Twin), Sharing name……………………………………………..****\_\_\_\_ Superior Room THB 4,000++/room/night (Single)****\_\_\_\_ Superior Room THB 4,400++/room/night (Double/Twin), Sharing name……………………………………………..** |
| * Rates are inclusive of International buffet breakfast at Café G Restaurant.
* Room rates include high speed Internet access (WiFi and LAN) and each login password allows concurrent usage on 3 devices. Moreover, in-house guest is able to access wireless internet at the meeting room and hotel’s public areas.
* Rates are subject to 17.7% tax and service charge.
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| ***\*\*\*The hotel will need your credit card details for guarantee purposes and other expenses\*\*\**** |
| **Card holder name:** |
| **Credit Card No:** | **Expiry Date:** |
| **IMPORTANT NOTE:** 1. Guaranteed Policy: Guest's credit card with expiry date is required to guarantee the room reservation and transfer request. In case of no-show, a fee equal to one night room charge, plus one way cost of airport transfer will be applied to Applicant’s credit card account.
2. *Cancellation* ***before April 9,2016*** *will be subject to one night cancellation charge. And cancellation* ***on/after April 9,2016*** *will be resulted in total room nights you have reserved and will be charged to your guaranteed credit card.*
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| **AIRPORT TO HOTEL LIMOUSINE TRANSFER**\_\_\_Toyota Camry THB 1,500 net per car per way (maximum 3 passengers)\_\_\_Toyota Commuter Van THB 1,800 net per car per way (maximum 6 passengers)\_\_\_One way \_\_\_Round trip \_\_\_Not required*Our limousine service now offers complimentary Wi-Fi Internet Service. When using a limousine for airport transfer as well as for city tours, guests can now surf and get work done during the entire trip.***Remark**: *After retrieving your luggage, please proceed to the exit B or C and look for “Meeting Point at Gate no.5”**Baggage claim no. 6-16, Exit customs clearance near belt 12 ("Exit B") and baggage claim no. 17-23, Exit customs clearance near belt 21 ("Exit C") then turn right and look for our Airport Concierge who will hold a hotel’s signage reading InterContinental Bangkok or Holiday Inn Bangkok and standing opposite the corner of Gate no. 5, Exit B* **Changes to limousine service require a minimum of 3 hours advance notice, or cancellation charge will be applied** |