**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 Department  [rsvnhi@ihgbangkok.com](mailto:rsvnhi@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. | | |
| ***\*\*\*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.* | | |
| **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** | | |