


NUS – RISK MANAGEMENT INSTITUTE
2ND ANNUAL RISK MANAGEMENT CONFERENCE
30 JUNE - 02 JULY 2008

Mr/Ms/Mdm	Last Name		First Name	
Company				
Address				
Tel		Fax		
E-mail		Passport No.		
Check-in Date		Check-out Date		
Arrival Flight		Departure Flight		

Hotel rooms are available to delegates at special rates. Should you wish to make reservation for your accommodation, please fill in details on this form and email or fax directly to the Hotel.

Hotel Room reservation is subject to availability at the point of booking.

OFFICIAL HOTEL

 MERITUS MANDARIN SINGAPORE 文华大酒店	Meritus Mandarin Singapore (www.mandarin-singapore.com) 333 Orchard Road, Singapore 238867
	<p>Please tick your choice of room preferences:</p> <p><input type="checkbox"/> Deluxe Room at \$310.00++ for room only (Single/Twin) at same rate</p> <p><input type="checkbox"/> Deluxe Room at \$340.00++ inclusive breakfast for 1person (Single)</p> <p><input type="checkbox"/> Additional Breakfast : S\$30.00++ per person</p> <p>.....</p> <p><input type="checkbox"/> Premier Room at \$340.00++ for room only (Single/Twin) at same rate</p> <p><input type="checkbox"/> Premier Room at \$370.00++ inclusive breakfast for 1person (Single)</p> <p><input type="checkbox"/> Additional Breakfast : S\$30.00++ per person</p> <p>Remarks: _____</p> <p>Rates are subject to 10% service charge and 7% GST basing on per room per night</p> <p>Note: For other rooms type please send to us for rates.</p> <p>All bookings must reach the Hotel by 09th June 2008.</p> <p>Cancellation/No Show Policy: Booking cancellation must reached the hotel 72hr prior to arrival date (local time) Cancellation and No Show fee is chargeable as one-night's accommodation.</p>

Reservation Guarantee

Card Type	<input type="checkbox"/> Amex	<input type="checkbox"/> Diners	<input type="checkbox"/> JCB	<input type="checkbox"/> Master	<input type="checkbox"/> VISA
Card No.				Exp. Date	
Signature					

Please send to:

Meritus Mandarin Singapore	Ms Dora Jaffar (Sales Coordinator - Conference Services) Tel: + 65 6831 6047 / Fax: + 65 6733 7685 or E-mail : dora.tms@meritus-hotels.com
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Reservation Policy

- ◆ After cut-off days **09th June 2008**, thereafter the best available rate will be applied upon hotel occupancy levels.
- ◆ Reservation should be accompanied with a payment guarantee of **one night** deposit by credit card
- ◆ Room deposits and payments are the responsibility of the attendee and will be acknowledged directly by attendee. Guests are responsible for direct payment to the hotel for all charges including room, tax and personal incidentals.
- ◆ Check in time is 1400 hours and Check out time is 1200 hours.

Confirmed by Hotel: _____ Confirmation Number: _____

Confirmed Fax Returned On: _____