

**ROOM RESERVATION FORM****Regional Runway Safety Seminar (Asia Pacific), 18-20 November 2013****(Department of Civil Aviation Malaysia)**

Name : _____

Nationality: _____

Passport : _____

Telephone: _____ Email : _____

Date of Arrival: _____ Flt/ETA: _____

Date of Departure _____ Flt/ETD: _____

Room categories & rates for information only –
Rates will be valid between 15th November 2013 – 23rd November 2013 - (3 Days Pre & Post Arrival)

Deluxe Room inclusive of breakfast(s) **MYR 370.00++ per room per night for 1 person (Single occupancy)** **MYR 410.00++ per room per night for 2 persons (Double occupancy)****Deluxe Twin Tower Room inclusive of breakfast(s)** **MYR 410.00++ per room per night for 1 person (Single occupancy)** **MYR 450.00++ per room per night for 2 persons (Double occupancy)****Club Room inclusive of breakfast(s)** **MYR 560.00++ per room per night for 1 person (Single occupancy)** **MYR 600.00++ per room per night for 2 persons (Double occupancy)****Deluxe Suite with Club Benefits** **MYR 720.00++ per room per night for 1 person (Single occupancy)** **MYR 760.00++ per room per night for 2 persons (Double occupancy)****The above guest room rates are:**

- Inclusive of daily buffet breakfast for 01 or 02 persons
- Non commissionable
- Extended to delegates for three(3) days prior and three(3) days after the event, subject to availability of guest rooms at the time of reservation
- In room broadband access chargeable at MYR45.00nett
- Rates offered are subject to 10% service charged and 6% government tax

Cancellation and Early Departure:-**13 days to 08 days prior to arrival**

A cancellation fee equivalent to one (01) night of stay will be charged.

07 days or less prior to arrival

A cancellation fee equivalent to the entire length of stay will be charged.

Early Departure

In the event of unfulfilled rooms night (entire duration of stay) after confirmation of room block, an Early Departure fee of a half day room rate will be charged.

To guarantee the room(s), details of my credit/charge card are as follows:

<input type="checkbox"/> Visa	<input type="checkbox"/> Master	<input type="checkbox"/> Diners	<input type="checkbox"/> Amex	<input type="checkbox"/> JCB <input type="checkbox"/>
Name of Card Holder:			Card ID:	
Card Number:			Expiry Date:	

.....
Credit Card Holder Signature

.....
Date

Confirmed by Sheraton Imperial Kuala Lumpur: _____

Name: _____ Signature: _____ Date: _____

Please call Reservation at Tel: **60 3 2717 9900** or email SIKL.Res@starwoodhotels.com for further information or any assistance.

Please call the File Manager, Jane Ng at Tel: **60 3 2717 9823** or email Jane.Ng@sheraton.com for further information or any assistance.

- **Please attach a photocopy of both sides of the credit card**
- **Signature must correspond with the specimen signature on the card**
- **NOTE: Since we value the security of your data, please DO NOT e-mail us your credit card details but send this form along with your ID card to our secured fax number, +603 2721 2997.**