



**RESERVATION FORM**

Official Hotel\_HEAT Anti-aging International Workshop

Period: 11 – 14 March 2020

First Name	Last name	Mr./Mrs./Ms./Dr./H.E.	Other Names (Alias)
Address			
Passport No.		Nationality	
Arrival Date	Arrival Flight to BKK	Departure Date	Departure Flight
Office Tel No.	Office Fax	Mobile Phone No.	E-Mail

Type of room	Room Rate	Occupancy	Number of Occupants		TOTAL No. of Rooms	Bed Type (King sized or Twin beds)	Smoking or Non-Smoking
			Adult	Child			
Superior room	THB 3,500.-net/room/night	Single					
	THB 3,800.-net/room/night	Double					
Deluxe room	THB 3,900.-net/room/night	Single					
	THB 4,200.-net/room/night	Double					
Premier Room	THB 4,700.-net/room/night	Single					
	THB 5,000.-net/room/night	Double					

**Remark:** The room rates are quoted in Thai Baht and the above rates are inclusive of 10% service charge and 7% government tax applicable, effectively a total of 17.7% and **complimentary International buffet breakfast, High speed internet access.**

<b>AIRPORT TRANSFER:</b> THB 1,600.-net/way/car (Maximum 3 guests/way/car)	
Limousine from the airport to the hotel	<input type="checkbox"/> Yes <input type="checkbox"/> No
Limousine from the hotel to the airport	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Remark:</b>	
- Participants will book the room accommodation directly by this hotel reservation form under the official hotel rate.	
- Room accommodation will be subject to space availability at the time of receiving completed reservation form.	
- Credit card is required for guarantee incidental expenses including transfer services, mini bar, or room services and etc.	
<b>PAYMENT</b>	
All expenses during guests' stay such as room rate with breakfast, and internet, Mini bar, Phone bills, Laundry, other F&B, and other incidental charges will be responsible by individual guest own account as cash or credit card upon departure.	
<b>CANCELLATION POLICY</b>	
- Receive less than 7 days prior to expected arrival and no show, 1 room night will be charged from the given guarantee credit card or guest own account	

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please note that the hotel's check-in time is 14.00 hours and check out time is 12.00 noon. This reservation form is strictly for the above conference only, guests who do not use this form will be considered they have personal arrangements.**

**Please send the completed reservation form and credit card authorization to E-MAIL;**

**To Reservation:** [H7176-RE@accor.com](mailto:H7176-RE@accor.com); [H7176-RE1@accor.com](mailto:H7176-RE1@accor.com) [H7176-RE2@accor.com](mailto:H7176-RE2@accor.com); [H7176-RE3@accor.com](mailto:H7176-RE3@accor.com); [H7176-RE4@accor.com](mailto:H7176-RE4@accor.com);

**CC Sales:** [H7176-SL9@accor.com](mailto:H7176-SL9@accor.com), [H7176-SL8@accor.com](mailto:H7176-SL8@accor.com); [H7176-SL1@accor.com](mailto:H7176-SL1@accor.com)

**GUARANTEED LETTER OF PAYMENT AUTHORISATION**

Date: \_\_\_\_\_

This is to authorise **Novotel Bangkok Ploenchit Sukhumvit** to charge on my credit card account for the following details:

The Guest / Party Name: \_\_\_\_\_

Expenses: \_\_\_\_\_

By ( ) Amex ( ) Visa ( ) Diners Club ( ) Master ( ) JCB

Name: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Signature : \_\_\_\_\_

**Copies of Credit Card (Front/Back) :**

\*You could close three-digit CVV (card verification value).