



**“International Conference on Biodiversity 2019”
Hotel Room Reservation Form**

Please return a completed Hotel Reservation form within 25 April 2019 by fax/email to Reservations Department
Tel: +66 2 656 1555 • Fax: +66 2 254 9988 • E-mail: rsvn.groupbkkpc@ihg.com

Name of guest: (Mr/Ms/Miss) _____ (First Name) _____ (Last Name) _____	
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: 3:00 pm)	Check-out Date: (check out time: 12:00 pm)
Room type: Deluxe Room (28.5 sqm)	
<input type="checkbox"/> Single occupancy: THB 3,900 net <input type="checkbox"/> Double occupancy: THB 4,200 net Sharing name (Mr / Ms / Miss) _____	
<ul style="list-style-type: none"> • Rates are inclusive of 10% service charge and 7.7% applicable government tax per room per night • Rates are inclusive of international buffet breakfast at Ginger restaurant and free Wi-Fi in room 	
Smoking preference / Bed type request:	
<p>IMPORTANT NOTE – GUARANTEED POLICY: Guest's credit card with expiry date is required to guarantee the room reservation and/or transfer request and the following cancellation charge will be imposed on your credit card:</p> <p>Credit card number _____ Expiry date _____ Card holder _____</p> <ul style="list-style-type: none"> • Credit card is required to guarantee your room upon making reservation. Cancellation can be made from 15 days or more before arrival date with NO penalty charge • Cancellation from 8-14 days before arrival, the hotel will make one-night deposit to your credit card for any cancellation. • Cancellation from 7 days or less before arrival, no-show, and/or early departure will result in full penalty charge of total room nights to your card. 	
ARRIVAL/DEPARTURE MEET & GREET	
- Toyota Camry Hybrid THB 1,500 net per car per way (maximum 3 passengers) - Toyota Commuter THB 2,000 net per van per way (maximum 5 passengers) <i>**Prices are subject to change without prior notice</i>	
<input type="checkbox"/> One way <input type="checkbox"/> Round trip <input type="checkbox"/> Not required	
<p>International Flight: 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”)</p> <p>Our airport representative with a sign “HOLIDAY INN BANGKOK” will be waiting to assist you. If Our Airport Representative could not be located, please contact Airport Information Counter for announcement or call us at telephone: 02-656 1555 extension Concierge for assistance.</p> <ul style="list-style-type: none"> • The amendment of Limousine Service is required minimum 3 hours advance notice, late cancellation or a no-show charge will be applied to your credit card. 	