☐ **New Reservations** ☐ **Amendment** ☐ **Cancellations**

ROOM RESERVATION FORM
East Asia Research Pte Ltd
08-09 (SCAP) & 10-11 (APEF) December 2026

Please return this hotel reservation form to :
Reservations Department
Tel : (65) 6731 7199 / Fax : (65) 6733 2514
E-mail : res.sinhi@ihg.com
****Please cc eugene.foo@ihg.com**

Names & Flight Details	Confirmation Number:

***(Mr / Mrs / Ms / Dr)**

(Family Name) (Given Name)

*Arrival Date :	VIA (Flight #)	Arrival Time
*Departure Date :	VIA (Flight #)	Departure Time

Accommodation Requirement

No. of Rooms	**Room Type**	**No. of Guests:**				***Room Rate Per room Per Night Inclusive of breakfast (s) and internet**
	Standard Mid Floor	Adult		Child		❒ S$220.00++ (Single)/ ❒ S$240.00++ (Double)

Above Rates include:

- Extra Bed is available at S$85.00++ per bed per day (bed with 01 daily buffet breakfast only)
- Rates quoted at in Singapore Dollars and will be charged in Singapore Dollars.
- All rates are subject to 10% service charges and 9% government taxes unless otherwise stated 'nett'.

Terms and Conditions

- Above rates are valid for the period **7 December 2026- 12 December 2026** only including pre and post of the event date.
- Cut-off date for reservation is by **20 November 2026**.
- **No rooms are blocked and it will be subject to availability upon making of reservations.**
- Guestroom reservations **must be guaranteed by credit card.**
- If a reservation is cancelled less than **07 days** prior to the date of check-in, a cancellation fee equivalent to one (1) night's accommodation rate will apply. A no-show fee equivalent to one (1) night's accommodation rate will also apply.
- The check-in time is 3pm and check-out time is 12 noon. **Requests for earlier check-in or extended check-out are subject to availability and this may be guaranteed by reserving an additional night prior to or after the intended length of stay.**

**** refer to mandatory field. This field must be complete otherwise reservations require will be considered null.***

Hotel Property Damage

Each guest agrees to pay the cost of all repairs, renovation, or replacement of any hotel property damaged during his accommodation within thirty (30) days of the event completion date. Knocking, drilling, hanging of items on walls or furniture or any Hotel property or the movement of Hotel furniture is not permitted.

ROOM RESERVATION FORM
East Asia Research Pte Ltd
08-09 (SCAP) & 10-11 (APEF) December 2026

PAYMENT INSTRUCTIONS

***** Guest to settle all rooms and incidental charges upon departure.** **Guest's Signature:** **Date:**	**HOTEL USE ONLY** **Reservations Confirmed by:** **Billing/Payment Instructions:** **Personal Account** **Date :** **Signature & Hotel Stamp:**
*Credit Card Number : *Expiry Date : *(Amex / Visa / MasterCard) *~ Please select one* *Name on Credit Card : *Telephone No: *Email Address:	