



Bioenergy & Biorefinery Conference – Southeast Asia 2011

23 – 25 March, Singapore

Ngee Ann Polytechnic

HOTEL ACCOMMODATION BOOKING FORM

Surname:		Given Name:	
Salutation: (please tick)	<input type="checkbox"/> Prof. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	Job title:	
Organisation:		Correspondence Address:	
E-mail:		Telephone:	

Recommended Hotel:

Corpthorne Orchid Hotel Singapore

214 Dunearn Road, Singapore 299526

Hotel website: www.copthorneorchid.com.sg

Room Type	Rate in SGD (per room per night)	No. of rooms required
Superior Room (Single)	\$188.00 nett	
Superior Room (Twin)	\$208.00 nett	
Deluxe Room (Single)	\$208.00 nett	
Deluxe Room (Twin)	\$228.00 nett	

Information:

1. All rates quoted are inclusive of buffet breakfast.
2. Room rates are inclusive of 10% service charge and prevailing government taxes.
3. Room facilities include coffee & tea making facilities, electronic safe, complimentary satellite TV & movies, daily local newspapers.
4. The hotel will provide 2-way transfer from hotel to Ngee Ann Polytechnic and return for 10 rooms booked.
5. Upon receiving of your hotel booking request, **Corpthorne Orchid Hotel** will contact you for payment by credit card. Hotel room bookings can only be accepted and confirmed upon receipt of the deposit payment and is subjected to cancellation and no show policy. Please see note attached.
6. Deadline for hotel bookings is **20th Feb 2011**. Participants who would like to book a hotel after this date will have to make individual arrangements with **Corpthorne Orchid Hotel Singapore** (Alice.Yoong@copthorneorchid.com.sg). Hotel accommodation and quoted rates cannot be guaranteed after this date.

Signature of Applicant / Date

Please send your completed Hotel Accommodation Booking Form [before 20th Feb 2011] to:

Dr Hedy Goh
BioEnergy Society of Singapore
c/o School of Life Sciences & Chemical Technology, Ngee Ann Polytechnic
535 Clementi Road
Singapore 599289
Fax: 65-64679109
E-mail: Hedy_Goh@np.edu.sg

Room Accommodation

Billing:	Room with breakfast and internet charge to guest's personal account. Upon confirmation, please provide credit card for payment.
Check in time:	2:00 pm
Check out time:	12:00 noon Request for late check out is subject to availability and the following charges: Till 6:00 pm : 50% of the room charges After 6:00 pm : one night room charges
Room guarantee:	Rooms booked are required to be guaranteed by guest's credit card details and are subject to the cancellation and no show policy.
Cancellation policy:	We appreciate early notification in terms of cancellation. The following charges will apply in the event of cancellation notified less than 2 weeks in advance: <ul style="list-style-type: none">• Within 14 days prior to arrival – one night room charges per room• Within 3 days prior to arrival and for no show on arrival day – full charges per room• Hotel reserves the right to amend or withdraw the above rates at the hotel's discretion without prior notice.