

**Room Reservation Form for Singapore MICE Forum 2016**

First Name (as per Passport)	
Last Name	
Birth of Date (DD/MM/YYYY)	
Hotel Check-in Date (DD/MM/YYYY)	
Hotel Check-out Date (DD/MM/YYYY)	
Flight Arrival Date (DD/MM/YYYY)	
Flight Arrival Time (24-hour format)	
Arrival Flight Number	
Flight Departure Date (DD/MM/YYYY)	
Flight Departure Time (24-hour format)	
Departure Flight Number	
Country of Residence	
Country of Passport Issuance	
Passport Number	
Passport Expiry Date	
Nationality	
Smoking Preferences Request (Smoking/Non-smoking)	
Room Type	Run-of-House
Credit Card Number (Guest settling any or part of own bill)	
Expiry Date of Credit Card	
Billing Instruction	
Special Remarks	

Kindly email-return the completed form to **chloe@saceos.org.sg no later than 6pm on 23rd June, Thursday**. For further assistance, please feel free to contact Ms Chloe Pung at **chloe@saceos.org.sg** or **+65 9298 9245**.