18th Asian Colloquium in Nephrology

Best Practices in Renal Care in Asia

SOTANC

19 – 21 July 2019

Incorporating: SOTANC - State-Of-The-Art Nephrology Course (Nursing)
Singapore Society of Nephrology Annual Scientific Meeting
Asia Renal Association - Asian Nephrology Conference

I. Personal details delegate (Please print clearly and use a separate registration form for each delegate)

Identification: ☐ Dr   ☐ Prof   ☐ A/Prof   ☐ Mr   ☐ Mrs   ☐ Mdm   ☐ Miss   *(please tick one)*

|_____| / |_____| / |_____|
First name   Middle name   Family name

Job title |_____| Department |_____|

Company |_____|

Mailing address |_____|

City |_____| State |_____| Postal code |_____| Country |_____|

Country/Area code |_____/_____| Phone |_____| Fax |_____|

E–mail address |_____|

Accompanying person(s): If sharing with someone, please provide his/her name.

☐ Dr ☐ Mr ☐ Mrs ☐ Miss |_____| / |_____|
First & Middle name   Family name

Other personal information: (Please check your preferences)

Room type preference   ☐ Smoking   ☐ Non-smoking

Food Preference *(please tick one & Kosha meal will not be provided):*

☐ No Preference ☐ No Pork, No Lard ☐ Vegetarian ☐ No Beef ☐ Others : _____

* Rates are subject to 10% service charge and prevailing Goods and Services Tax (GST), currently is at 7% GST.
* Please indicate: (1) for most preferred choice, (2) for 2nd preferred choice & (3) for 3rd preferred choice, and your room requirement.
* Room rate is inclusive of one breakfast /day for single room or two breakfasts per day for twin/double room and internet for 1 person only.
All room assignment will be made on a first-come first-served basis.

Name of hotel	Room type	Distance from official hotel	Room rate in SGD (per room/per night)		Class	Choice preferred in numeric order	Single with breakfast (a)	Twin/Double with breakfast (b)	Total no. of nights
			Single With breakfast for 1	Twin/Double With breakfast for 2					
OFFICIAL HOTEL									
ParkRoyal on Beach Road	Deluxe		230.00++	250.00++	4 Star				
BUGIS AREA									
Oxford Hotel	Superior	2 km	130.00++	140.00++	3 Star				
MARINA SQUARE AREA									
JW Marriott	Deluxe	1.5 km			5 Star				
Marina Mandarin	Deluxe	1.5 km	290.00++	320.00++	5 Star				
LAVENDER AREA									
Hotel Boss	Superior	2.0 km	129.00++ (no breakfast)		3 Star				
V Hotel Lavender	Superior	2.0 km	133.00++ (no breakfast)		3 Star				

Check-in   Date: _____   Flight details: _____   Time: _____

Check-out   Date: _____   Flight details: _____   Time: _____

Name of delegate: |_____| / |_____| / |_____|

                   First name   Middle name   Family name

II   Mode of payment   Check choices. Your room reservation is not confirmed until payment is received.

☐   CREDIT CARD [please select one]   ☐ VISA   ☐ MASTERCARD   ☐ AMERICAN EXPRESS

Card holder's name (as in credit card): |_____|

Credit card number: |_____/_____/_____/_____| Expiry date: |_____/_____|

                     (15 digits for AMEX, 16 digits for VISA / MASTER)   (mm / yy)

For AMEX credit card holders only, please fill in the four digits security numbers printed (non-embossed) on the right-hand corner of the card |____|____|____|____|

For **VISA/MASTERCARD credit card holders** only, please fill in the three digits security numbers printed (non-embossed) on the signature panel on the reverse side of the card

|____|____|____|

I hereby authorise the hotel to charge one room night as deposit for reservation of room/s and full duration for any cancellation of room/s made by me after 31st May 2019, Friday (Please refer to the Terms and Conditions listed below).

Signature of cardholder: _____ (Essential)   **Date of authorisation**: |____/_____/_____|

                   (Authorising charge and acknowledging cancellation policy)   (dd / mm / yy)

Terms and Conditions:

1. To ensure that a room has been reserved all information in the booking form need to be fully completed with signature and fax or email to the Congress secretariat housing & bureau. No reservation will be made for incomplete forms. Email & telephone requests will not be accepted.

2. Please be informed that all hotel bookings made would be charged directly by the hotel booked.

3. All official hotels would require a full credit card details including the credit card number, security code and expiry date and at least one night's room deposit (plus 10% service charge and prevailing government taxes (GST) which currently is charged at 7%) to secure reservation. The remaining payment should be settled at check-out and will be charged in Singapore dollars.

4. Any cancellation must be notified in writing to **18TH ACN 2019** Congress secretariat & housing bureau at email by 31st May 2019, Friday**.** In this case, the hotel shall be entitled to charge at least one (1) night's room charge (plus 10% service charge, and prevailing government taxes (GST) which currently is charged at 7%) to your credit card. For any cancellation received after 31st May 2019, Friday, the hotel shall be entitled to charge the full duration of room nights booked (plus 10% service charge, and prevailing government taxes (GST) which currently is charged at 7%) to your credit card.

5. Kindly note the official check-in and the late check-out time (some hotels would have a different check-out time) and the charges:
   official check-in time is at **1500hrs** and the check-out time is at **1100hrs or 1200hrs** and a **50% charge** will be imposed for check-out **before 1800hrs** and **a full day rate** for check-out **after 1800hrs.**

6. For early arrival in the morning before check-in time, you are advised to book an extra room night. An extra room night would not be reserved should the Congress secretariat & housing bureau not receive any instruction from you to do so. Should you be checking out late, the late check-out charges as stated above in point 5 would apply.

7. All bookings is to be through the hotel booking link of individual hotel shown on the website **except for Oxford Hotel** which you would need to complete on the hotel booking form and the form has to be signed and email or fax to:
   18TH ACN 2019 Congress secretariat & housing bureau: c/o ace:daytons direct (international) pte ltd
   2 Leng Kee Road #04-01 Thye Hong Centre Singapore 159086. Fax: +65 6475 2077 Email: generaladmin@asiannephrology.com

8. Room bookings through airline, corporate programmes and travel agents will not be entertained by the hotels during the Congress period.

9. Please retain a copy of this form for your record.

10. Within five working days from the receipt of the signed hotel booking form, an acknowledgement note with a reservation number will be issued to you via email or fax only. Please state clearly your email address and fax number in the form.

11. As a limited number of rooms have been reserved for participants, please make and confirm your booking early & promptly. The closing date for hotel reservations is 31st May 2019, Friday. After **31st May 2019, Friday**, the booking of rooms will be subject to room availability & prevailing rate at time of booking of the individual hotels. **18TH ACN 2019** Congress secretariat & housing bureau will assist in making arrangements on hotel reservations on your behalf.

Disclaimer:
The information provided above by the **18TH ACN 2019** *Congress secretariat & housing bureau are to assist you in your search for accommodation. The information provided is compiled in good faith.*