

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)

CVV Code for AMEX: _____ CVV Code for VISA/MASTERCARD: _____

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 Monday 8th January 2018 (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. Please click on the link of the respective hotel to book your accommodation.
2. Please be informed that all hotel bookings made would be charged directly by the respective hotel booked.
3. Upon completion of booking with payment a confirmed booking number will be issued by the hotel immediately when you booked through their web link.
4. 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 (++ denotes: to include 10% service charge and 7% Goods Services & Tax (GST) or prevailing government taxes) to secure reservation. The remaining payment should be settled at check-out and will be charged in Singapore dollars.
5. Any cancellation must be notified in writing to RCOG 2018 Congress Secretariat & Housing Bureau at email by Monday 8th January 2018. In this case, the hotel shall be entitled to charge at least one (1) night's room charge deposit (++ denotes: to include 10% service charge and 7% Goods Services & Tax (GST) or prevailing government taxes) to your credit card.
6. For any cancellation received after Monday 8th January 2018, the hotel shall be entitled to charge the full duration of room nights booked deposit (++ denotes: to include 10% service charge and 7% Goods Services & Tax (GST) or prevailing government taxes) to your credit card.
7. 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**.
8. 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 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, please inform the hotel upon checking if you require to check-out late.
9. Should you require assistance please contact the **RCOG 2018** 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: admin@rcog2018.com
10. Room bookings through airline, corporate programmes and travel agents will not be entertained by the hotels during the Congress period.
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 Monday 8th January 2018. After Monday 8th January 2018, the booking of rooms will be subject to room availability & prevailing rate at time of booking of the individual hotels.

Disclaimer:
The information provided above by the **RCOG 2018** Congress Secretariat & Housing Bureau are to assist you in your search for accommodation. The information provided is compiled in good faith.