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Please complete this form in CAPITAL letters and send it by fax or email to the Reservation Department

PARKROYAL Penang Resort, Batu Feringgi Beach, 11100 Penang, Malaysia

Please use one form per conference participant

IEEE INTERNATIONAL RF & MICROWAVE CONFERENCE (RFM)

17 – 20 DECEMBER 2018

Organised by UNIMAP (School of Computer & Communication Engineering)

HOTEL ROOM BOOKING FORM:

FAMILY NAME :	FIRST NAME :	SALUTATION :
Please indicate the name of the person sharing the room:		
NO. OF ADULT/S (INCLUDING YOURSELF):	CHILDREN :	
COMPANY :		
ADDRESS :		
CITY :	POST CODE :	
COUNTRY :	E-MAIL :	
PHONE :	FAX :	

BOOKING INFORMATION

Check-in Date :	Check-out Date :
No. of night/s :	
Flight Number / ETA :	Flight Number / ETD:

SINGLE @ 1 BREAKFAST	SHARING @ 2 BREAKFAST
Superior at RM383.00nett per room per night <input type="checkbox"/>	Superior at RM383.00nett per room per night <input type="checkbox"/>
Deluxe at RM423.00nett per room per night <input type="checkbox"/>	Deluxe at RM423.00nett per room per night <input type="checkbox"/>
Deluxe Seafacing at RM503.00nett per room per night <input type="checkbox"/>	Deluxe Seafacing at RM503.00nett per room per night <input type="checkbox"/>
Premier Seaview at RM573.00nett per room per night <input type="checkbox"/>	Premier Seaview at RM573.00nett per room per night <input type="checkbox"/>

AIRPORT TRANSFER REQUEST	YES <input type="checkbox"/>	NO <input type="checkbox"/>
AIRPORT TO HOTEL	ONE WAY <input type="checkbox"/>	RM100nett per car one way (Max. 3 persons per car)
* 50% surcharge will apply for transfers rendered between 11.00pm to 7.00am		
* Transfer out from Hotel to Airport, please refer to limousine counter upon arrival		

PAYMENT

I authorise the Hotel to debit my VISA/MasterCard/ Amex (delete as appropriate) of one night room and airport transfer (if any) charges in the event of no show or last minute cancellation (07 days before arrival)

Card Number :	Expiry Date :
ID Number :	Name of Card Holder :

TERMS AND CONDITIONS

- In the event of no show or last minute cancellation (07 days before arrival), one room night will be levied.
- Pre and post (03 days prior to the event & 03 days after the event) accommodation rate is offered at the same rate and are subjected to the availability of the rooms. **(Cut off date of Accommodation by 15 November 2018)**
- Check in time after: 3.00pm / Check out time at: 12.00noon
- An additional of 50% room rate will be applicable for late checkout (ie 12.00noon.to 6.00pm) and are subjected to availability.
- Checkout after 6.00pm will be subjected to full day rate.
- All rates quoted are in Malaysian Ringgit inclusive of 10% service charges.
- Please be informed that, with effect from 1 September 2017, the Malaysian federal government will be imposing a Tourism Tax of RM10.00 per room per night on non-Malaysians.
- The Penang state government has imposed a local government fee of RM3.00 per room per night since 01 June 2014. This is an additional tax to the current 10% service charges that will be levied onto your room rate.
- Room rates quoted above are for single or double occupancy & inclusive of daily buffet breakfast.
- Extra bed is chargeable at RM140.00nett per bed per night (only in Deluxe Room only).
- Taxes and Service Charge – The hotel reserves the right to adjust agreed within the contract period in the event of tax alterations by the Government and service charge amendments.

By signing, you confirm that you have read and accept the 'Terms and Conditions'

Card Holder Signature :	Date :
Confirm By (Office Use) :	Confirmation Number :