

**APAC ANNUAL MEETINGS ACCOMMODATION RESERVATION FORM TEMPLATE**

*(This template is an example only; the contents may be amended as appropriate)*

|  |
| --- |
| *Hotel Name* |
| *Hotel Address* |
| *Hotel Tel:* |  |  |  |
|  |  |

|  |  |
| --- | --- |
| **Ask for “special APAC 201X rate” of** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Guest Name: Mr/Ms/Dr |  |  |  |
|  | Given Name |  | Family Name |
|  |
| Organisation |  |
| Address: |  |
|  |  |
|  |  |
|  |  |
|  |
| Tel: |  |  | Email: |  |
|  |
| Check in Date: |  |  | Check Out Date: |  |
|  |
| Check in Time: |  |  | Check Out Time: |  |

|  |
| --- |
| Room Type (please tick relevant box) |
|  | Single  |  | Double  |  | Twin |
|  |
|  | Non-smoking |  | Smoking  |
|  |
| One night’s room deposit: cheque/credit card  | Please debit my credit cardfor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | Visa/Mastercard/American Express |
|  |
| Card Holder’s Name: |  |
| Card No: |  |
| Expiry Date: |  |
| Signature: |  |