



**“International Baccalaureate Annual Conference”**  
**on 16 - 19 March 2020**

**Room Reservation Form**

Confirmation will be sent back when we receive the detailed information of credit card guaranteed  
 Please return a completed Hotel Reservation form within 16 February 2020 by fax/email to Reservations Department  
 Tel: +66 2 656 0444 • Fax: +66 2 254 9988 • E-mail: [rsvn.groupbkkpc@ihg.com](mailto:rsvn.groupbkkpc@ihg.com)

Name of guest: (Mr/Ms/Miss) _____ (First Name) _____ (Last Name) _____	
Company Name:	Position:
Tel:	Fax
Email:	
Date of Arrival:	Arrival Flight No./Time:
Date of Departure:	Departure Flight No./Time:
Check-in Date (check in time: 3:00pm)	Check-out Date: (check out time: 12:00pm)
<p><b>Room type: Deluxe Room (28.5 sq.m)</b></p> <p><input type="checkbox"/> Single occupancy: THB 4,000++                      <input type="checkbox"/> Double occupancy: THB 4,400++</p> <p style="text-align: right;">Sharing name (Mr / Ms / Miss) _____</p> <ul style="list-style-type: none"> <li>▪ Rates are quoted on per room per night basis, subject to 7% tax and 10% service charge</li> <li>▪ Rates are inclusive of international buffet breakfast at Ginger Restaurant and free Wi-Fi in room</li> </ul>	
<p><b>Smoking preference / Bed type request:</b>          (subject to availability)</p>	
<p><b>IMPORTANT NOTE – GUARANTEED POLICY:</b>          Guest's credit card with expiry date is required to guarantee the room reservation and/or transfer request and the following cancellation charge will be imposed on your credit card:</p> <p>Credit card number _____ Expiry date _____</p> <p>Card holder _____</p> <ul style="list-style-type: none"> <li>• Credit card is required to guarantee your room upon making reservation. Cancellation can be made within <b>16 January 2020</b> with NO penalty charge</li> <li>• Cancellation made from <b>17 January 2020 – 15 February 2020</b>, one night charge will be applied to your card.</li> <li>• Cancellation made after <b>16 February 2020</b>, no-show, and/or early departure will result in full penalty charge of total room night to your card.</li> </ul>	
<p><b>ARRIVAL/DEPARTURE MEET &amp; GREET</b></p> <p><input type="checkbox"/> Toyota Camry Hybrid      THB 1,500 net per car per way (maximum 3 passengers)</p> <p><input type="checkbox"/> Toyota Commuter Van      THB 2,000 net per van per way (maximum 6 passengers)</p> <p><input type="checkbox"/> One way                      <input type="checkbox"/> Round trip                      <input type="checkbox"/> Not required</p> <p><b>International Flight:</b> After retrieving your luggage, please proceed to the exit B or C and look for “Meeting Point at Gate no.5”          Baggage claim no. 6-16, Exit customs clearance near belt 12 (“Exit B”) and baggage claim no. 17-23, Exit customs clearance near belt 21 (“Exit C”) then turn right and look for our Airport Concierge who will hold a hotel’s signage reading Holiday Inn Bangkok and standing opposite the corner of Gate no. 5, Exit B</p> <p>Our airport representative with a sign “<b>HOLIDAY INN BANGKOK</b>” will be waiting to assist you. If Our Airport Representative could not be located, please contact Airport Information Counter for announcement or call us at <b>telephone: 02 656 0056 extension Concierge for assistance.</b></p> <ul style="list-style-type: none"> <li>• <b>The amendment of Limousine Service is required minimum 6 hours advance notice, late cancellation or a no-show charge will be applied to your credit card.</b></li> </ul>	