



KUALA LUMPUR

11th IBBM GRADUATION AND AWARDS CEREMONY
(24TH MAY 2008)

PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL BEFORE 10th MAY 2008

HOTEL RESERVATION CONFIRMATION

Registrant's Name _____
Surname _____ First Name _____

Company _____

Business Address _____
Street address or PO Box No _____

City/ State/Country _____ Email _____

Tel No _____ Fax No _____

Arrival Date _____ Flight No/Arrival Time _____

Departure Date _____ Flight No/Dept Time _____

No of Room (s) _____ No of Guest (s) _____

Delegates Room Type/Rate Daily :	Room Category	Single Room Rates	Double Room Rates
Per room per night and inclusive of breakfast	Executive Room	RM 420.00++ ()	RM 460.00++ ()
	Horizon Executive	RM 600.00++ ()	RM 640.00++ ()
Special Request (Subject to availability)	King size bed ()	Twin Bed ()	Non-Smoking ()

Billing Instruction I hereby authorized Shangri-La Hotel, Kuala Lumpur to Charge _____ to my credit card details as follows

Credit card type VISA () MASTER () DINERS ()
JCB () AMEX ()
For AMEX please provide the I/D No: _____

Credit Card No _____ Expiry Date _____

Airport Pick-Up : ___ Yes ___ No RM 270 nett per car per way (from airport to hotel)
___ Yes ___ No RM 270 nett per car per way (from hotel to airport)

Note: A surcharge of 50% will be levied for transfers between 11.00pm to 7.00am and the rate transfer is subject to change.

Remarks

- In the Event of No-Show and last minute cancellation 7 days prior to arrival, late cancellation charges equivalent to full length of stay including the applicable tax and service charges will be imposed.
- All room reservation must be made through the Events Department and subject to room availability.
- Please be informed that the official check-in time is 1400hrs and check out time is 1200hrs
- In the event of early check-in before 1200hrs, a 50% surcharge will be applicable, while a full-day surcharge will be applicable for a guaranteed check-in before 0900hrs
- Late check out will be on request basis and subject to availability. A half day room charge is applicable for late check out until 1800hrs. Room occupied beyond 1800hrs of the day of departure will be charge a full day rate.
- Room rates are NOT inclusive of 10% service charge and 5% government tax. Reservations not guaranteed by a credit card will be released by 6pm of schedule arrival.
- Any flight changes must be advised at least 24 hours prior to arrival.
- A special room rate has been arranged for all guests; in order to receive this rate, please do not make your reservation through a travel agent.

FAX / EMAIL HOTEL RESERVATION FORM TO
EVENTS MANAGEMENT DEPARTMENT
Email: christine.chin@shangri-la.com
Fax: 60 3 2070 8616

SHANGRI-LA HOTEL (KL) SDN. BHD. (9159-V)

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