



## GROUP RESERVATION FORM

International Diabetes Federation Western Pacific Regional Congress 2018  
November 22-25, 2018

New Booking

Amendment

Cancellation

### GUEST'S INFORMATION (PLEASE TYPE OR WRITE IN BLOCK LETTERS)

#### Guest 1:

Title : Surname : Given Name :  
Company Name : Designation :  
Company Address :  
Zip/City Code : Country :  
Passport Number : Nationality :  
Place & Date of Issue : Date of Birth :  
Phone : Fax :  
\*Email :

#### Guest 2 (if sharing the same room; if applicable):

Title : Surname : Given Name :  
Company Name : Designation :  
Company Address :  
Zip/City Code : Country :  
Passport Number : Nationality :  
Place & Date of Issue : Date of Birth :  
Phone : Fax :  
\*Email :

### BOOKER'S INFORMATION (PLEASE TYPE OR WRITE IN BLOCK LETTERS)

Contact Person : Organisation :  
Phone : Fax :  
\*Email :

Hotel confirmation will be sent to the \*email address(es) given. Please include other email addresses(s) for the same confirmation to be copied to.

### HOTEL RESERVATION

- All rates quoted in Malaysian Ringgit (MYR) and are subject to 0% Goods and Services Tax (GST) per room per night. An additional charge of MYR 10 per room per night will be collected upon check-out (Malaysian Nationals and Permanent Residents are exempted).
- Special rates have been specially designed for participant only and all reservations will be based on room availability.
- Room rate quoted above are applicable two (2) days pre and two (2) days post after the official conference date for the given room category only.
- All guestroom booking to be reserved latest by **01 November 2018**. Any reservation after which, guestroom and rate will be subject to availability.
- Reservation confirmation can only be made with valid credit card information as a guarantee. Please note that non-guaranteed booking will be released and any request for rooms at the negotiated rates will be subject to availability. Any cancellation and change of date after which result in reduction of stay or no show will be subject to the following conditions:
  - a) Cancellation made with less than 30 days notice, the hotel will impose a penalty equivalent to 2 nights room deposit.
  - b) Cancellation made with less than 14 days notice, the hotel will impose a penalty equivalent to full charges for the duration of stay, based on initial confirmed reservation.
  - c) Any No Show, the hotel will impose a penalty equivalent to full charges for the duration of stay, based on initial confirmed reservation and subsequent night will automatically released for hotel's general sales and any request for rooms will be subject to availability.
- Extra bed is chargeable at MYR150+ per unit per night.
- Check-in is at 15:00 and check -out is at 12:00 noon. Early check-in and late check-out request is subject to room availability upon arrival. Early check-in before 10:00 is subject to Pre-Registered Reservation with one (1) night charge. Late check-out 14:00 to 18:00 is subject to 50% fee of the room rate. Late check-out later than 18:00 is subject to one (1) night charge.
- Confirmation of room types is subject to availability at time of booking as number of rooms available per category is limited, therefore the next category will be offered if the selected room category is sold out.
- Selected bedding preference will be noted by hotel however subject to availability upon check in.

**ROOM RATES & PREFERENCES (Please indicate your selection)**

Room Type	Rates Inculsions	Single Occupancy Incl 1 breakfast	Double Occupancy Incl 2 breakfasts
Deluxe (King Bed)	<ul style="list-style-type: none"> <li>• Breakfast at CurATE restaurant for 2 pax</li> <li>• Complimentary premium internet access</li> </ul>	MYR 655+ [     ]	MYR 735+ [     ]
Pool Garden View (King Bed)	<ul style="list-style-type: none"> <li>• Breakfast at CurATE restaurant for 2 pax</li> <li>• Complimentary premium internet access</li> </ul>	MYR 755+ [     ]	MYR 835+ [     ]
Deluxe Park View (King Bed)	<ul style="list-style-type: none"> <li>• Breakfast at CurATE restaurant for 2 pax</li> <li>• Complimentary premium internet access</li> </ul>	MYR 765+ [     ]	MYR 845+ [     ]
Club Premier Park View (King Bed)	<ul style="list-style-type: none"> <li>• Breakfast at CurATE restaurant for 2 pax</li> <li>• Complimentary premium internet access</li> <li>• Access to the Executive Club Lounge</li> </ul>	MYR 1,065+ [     ]	MYR 1,065+ [     ]

Please specify if there is any preference the hotel should know about: \_\_\_\_\_

Note: Four Seasons Hotel Kuala Lumpur is a non-smoking hotel.

**FLIGHT ARRIVAL / DEPARTURE INFORMATION**

Arrival Date : \_\_\_\_\_ Arrival Time : \_\_\_\_\_ Flight Number : \_\_\_\_\_  
 Departure Date : \_\_\_\_\_ Departure Time : \_\_\_\_\_ Flight Number : \_\_\_\_\_

**AIRPORT TRANSFER (select if required)**

Mercedes S Class at MYR 550 nett per car per way  
(for up to 3 passengers)  Arrival  Departure

Mercedes E Class at MYR 350 nett per car per way  
(for up to 4 passengers)  Arrival  Departure

Toyota Camry at MYR 210 nett per car per way  
(for up to 3 passengers)  Arrival  Departure

Toyota Alphard at MYR 310 nett per car per way  
(for up to 5 passengers)  Arrival  Departure

**PAYMENT INSTRUCTIONS**

All charges on guest's account

Others. Plese specify: \_\_\_\_\_

In compliance with Payment Card Industry Data Security Standard (PCI DSS), no written credit card information will be collected by the hotel. Kindly call the hotel's reservation department to provide the credit card details to guarantee the booking.

**This form must be completed and sent to:**

**FOUR SEASONS HOTEL KUALA LUMPUR**  
 145, Jalan Ampang,  
 50450 Kuala Lumpur,  
 Malaysia  
 Phone: +60 3 2382 8888  
 Fax: +60 3 2382 8889  
 Email: reservations.kualalumpur@fourseasons.com

**FOR HOTEL USE ONLY**

Room Rate : \_\_\_\_\_  
 Confirmation Number : \_\_\_\_\_  
 Confirmed By : \_\_\_\_\_  
 Date : \_\_\_\_\_