# SMi Group's Hotel Accommodation Booking Service

To book your accommodations please complete the form on page 2, by selecting a first and second choice hotel from the list. We will take care of the rest. SMi will ensure that you get the right accommodation at the right price whatever your budget. SMi rates are guaranteed to be lower than those published on the hotel website or any other online booking website. Remember London hotels book up very fast so please do not delay completing the booking form. Booking early ensure that you get your first choice hotel.

**Return your form to us via fax or scan it and send it to [hotels@smi-online.co.uk](mailto:hotels@smi-online.co.uk). SMi will send you confirmation of your booking**

**\*All rates excluding VAT**

## Swissotel Merchant Court, Singapore

**Address**: 20 Merchant Road ▪ Singapore 058281 ▪ Singapore

**SMi Special Rates From:** Standard Room 320SGD

# HOTEL RESERVATION FORM

Please complete and return on the following Fax
number or E-mail address

**Phone: +44 (0) 207 827 6000**

**Fax: + 44 (0) 207 827 6001**

**E-mail:** events@smi-online.co.uk

## Guest Details

| Conference | |
|---|---|
| Title: | Forename: | Surname: |
| Company: | Telephone: |
| Email: | Fax: |
| Address: | |

## Hotel Details

| 1st Hotel Choice: | | 2nd Hotel Choice: | |
|---|---|---|---|
| Room Type: | Standard | Executive | |
| No of Rooms: | No of Nights: | Smoking Room/Non-Smoking Room: | |
| Arrival Date: | | Departure Date: | |

## Credit Card Details

| Card Type: | MasterCard | Visa | Amex |
|---|---|---|---|
| Card Number for guarantee: | | | |
| Card Holder Name: | | Expiry Date: | |
| I confirm that I have read and agree to SMi Terms & Conditions of Booking and authorise for payment to be taken from the credit card as supplied. | | | |
| Signature: | | Date: | |

**Terms and Conditions of Booking**: Please note the hotel will charge your credit card directly on departure. If a cancellation is made, please advise the hotel directly as well as SMi, quoting your reservation number.  Please check the hotel website for full cancellation Terms and Conditions.