

**ITU – Asian Forum on over the Top (OTT) Service, Business Policy and Regulatory Trends.**

**8 – 9 December 2015**

**Ministry of Post and Telecommunication**

**HOTEL RESERVATION FORM**

Please send the completed form to Raffles Hotel Le Royal by Fax: (855) 23 981 189 or Email: bookus.phnompenh@raffles.com; Ratanak.sok@raffles.com

1. **Delegation Information**

**Name :** ……………………………………………………..……………………………….…………………….

**Title :** ……………………………………………………………….…………………….…………………….

**Organization :** …………………………………………………………………………..………….…………………….

**Telephone :** ………………………………………………**E-mail:**…………………….………………………….

Requirement (Please tick the appropriate box):

|  |  |
| --- | --- |
| **Room Type** | **Room Rate per night****Single / Double**  |
| State Room | US$ 170.00 / US$190.00 | 🞎 |
| Landmark Room | US$190.00 / US$220.00 | 🞎 |

\*\*\* Room rates are inclusive of Daily breakfast at Café Monivong and business Internet access

\*\*\* Room rates are subject to 7% service charge, 2% accommodation tax and 10% government tax

**Transportation**

|  |  |
| --- | --- |
| **Car Model**  | **Airport Transfer**  |
| 2012 BMW 5 series (3 persons) | US$ 40 | 🞎 |
| 2009 Mercedes Benz E280 (3 persons) | US$ 30 | 🞎 |

\*\*\* Rates are subject to 7% service charge and 10% VAT

1. **Flight Details**

Arrival Date :………………………………………. Flight:…………….…….. Time:…………..…

Departure Date :………………………………………. Flight:……….………….. Time:………..……

1. **Method of Payment** 🞎 Organizer 🞎 Individual account

Type of Payment 🞎 Cash 🞎 Credit Card

Credit Card 🞎 Master 🞎 Visa 🞎 Others.………….……………

Card Holder :………………………………..……… Expiry date : …………………….…..…………..

Card No :……………………………………..… Signature : ………………….………………….

1. **Cancellation Policy:**

Guaranteed reservations cancelled less than 14 days prior to arrival and in the event of non-arrival on the day will be subject to full charge.