



Shangri-La hotel

KUALA LUMPUR

ROOM RESERVATION FORM

☐ New ☐ Amendment ☐ Cancellation

Malaysian Arthroscopy Society Annual Sports Orthopaedic Conference (17 – 19 October 2019)

To Reserve Your Room, Mail or Fax to:
SHANGRI-LA HOTEL KUALA LUMPUR, MALAYSIA
Attn: Reservations Department, Shangri-La Hotel Kuala Lumpur
Tel: 60 3 20322388 Fax: 60 3 20321245
Email: queenie.ng@shangri-la.com

PLEASE SEND THIS FORM BY FAX OR MAIL DIRECTLY TO THE HOTEL ON OR BEFORE **2 October 2019**

Guest Name _____
 Surname _____ First Name _____
 Company _____
 Business Address _____
 Street address or PO Box No _____
 City/ State _____ Country _____
 Tel No _____ Fax No _____ E-Mail: _____
 Arrival Date _____ Flight No _____ Time: _____
 Departure Date _____ Flight No _____ Time: _____
 No of Room (s) _____ No of Guest (s) _____

Room Category	Single Room Rates	Double Room Rates
Executive Room (King / Twin Bed)	RM 520.00++ ()	RM 570.00++ ()
Horizon Executive Room (King/ Twin Bed)	RM 680.00++ ()	RM 730.00++ ()
Premier Selection Suite (King Bed)	RM 880.00++ ()	RM 880.00++ ()

- Above room rates are subject to 10% service charge and 6% Government Tax.
- Above room rates are inclusive of Daily Breakfast and Hotel WIFI Internet access.
- Mandatory Tourism Tax of RM10.00nett per room per night for all foreign passport holders will be collected by the hotel upon check-out.

Airport Pick-Up Arrangement

Airport Representative will be waiting at passenger arrival exit with placard of Shangri-La Hotel Logo. In the event that you do not see our Airport Representative, please contact Information Counter Service for assistance.

Note: A surcharge of 50% will be levied for transfer between 11.00pm and 7.00am

Mercedes E Class (RM375.00nett per car per way)	() KLIA Airport - Hotel	() Hotel – KLIA Airport	() 2-Way Airport Transfer
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Cancellation Info

Cancellation of individual reservations must be received on or before 2 October 2019 prior to arrival date to avoid a penalty of the full reserved stay. Shorten stay will subject to the full reserved stay.

No Show Clause No shows will result in a late cancellation charge equivalent to full duration of stay.

Credit Card Guarantee Please provide the credit card details to secure the room reservation.

Credit card type VISA () MASTER () AMEX ()

For AMEX please provide the I/D No: _____

Credit Card No _____ Expiry Date _____

Terms & Conditions

- 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 0800hrs, a full-day surcharge will be applicable for a guaranteed check-in.
- Late check out will be on request basis and subject to availability. A half day room charge is applicable for late check out until 1600hrs. Room occupied beyond 1600hrs of the day of departure will be charged for a full day room charge.
- Any flight changes must be advised at least 24 hours prior to arrival.
- All booking will be subject to the room availability upon receipt of the reservation form.