

**Geospatial Media & Communication**  
**01-04 Feb 2014**  
**Accommodation Reservation Form**

**1. Please complete this form using a black pen. For multiple bookings, please copy this form**

Title: _____ Family Name: _____ Given Name: _____	
(Mr. Mrs. Ms)	
Job Title: _____	State: _____
Company: _____	Post / Zip Code: _____
Address: _____	Country: _____
_____	Telephone: _____
City: _____ E-mail: _____	Fax: _____

**2. Please reserve the following:**

Please tick boxes for your preferred options

<b>Al Bustan Rotana Hotel</b>	Single Classic Room <input type="checkbox"/>	Dhs.595/- <i>inclusive of Buffet Breakfast .</i>
<b>5 Star Deluxe Hotel</b>	Double Classic Room <input type="checkbox"/>	Dhs.645/- <i>inclusive of Buffet Breakfast .</i>
<i>Rates are subject of 10% Service Charge &amp; 10% Municipality Fee</i>		
<i>Above rates are valid till 30th Dec 2013, booking after this date will be subject to rate and space to availability</i>		

**3. Arrival Information**

Arrival Date: _____	Arrival Time: _____
Departure Date: _____	Departure Time: _____
Arrival Date: _____	Arrival Time: _____
Departure Date: _____	Departure Time: _____

**4. No reservations will be processed unless guaranteed by Credit Card Details**

I guarantee my room reservation with a Visa / MasterCard or American Express (please encircle) .	
Card Company: _____	Card No: _____
Expiry Date: _____	Name of Card Holder: _____
Date: _____	Signature of Card Holder: _____
<i>Please attach a recto verso copy of your Credit Card and Passport to guarantee the booking</i>	

**5. Airport Pick-up**

	Yes <input type="checkbox"/>		No <input type="checkbox"/>
Flight Number _____	Time _____		
Arriving From _____	Terminal _____		

Airport transfer from and to Dubai International Airport Terminal 1 & 3 can be arranged and will be charged Dhs 50.00 per car per way

**6. Visa**

Please advise if you require visa

If yes, please fill out the attached Visa Application Form

**7. Terms**

Check-in time is at 2.00PM /Checkout time is at 12:00PM hrs. For late check-out until 1800 hrs 50% of the above rate shall apply.

For late check-out after 1800 hrs, a one night full room rate shall apply. Early check-in between 09:00 hrs - 13:00 hrs can be provided at no additional charge, however **subject to availability**.

**8. Cancellation**

Cancellation of room reservation must be done on or before 30th DEC 2013. cancellation number must be obtained from the Reservations Department. In the event that no such notice is given, whole stay charges will be automatically charged from the given credit card .

**Please fax/email this form directly to attention of Ms. Minakshi Chettri (Group Reservation)  
before 30th Dec 2013**

**Reservation contact details: Tel.: +971 4 705 4189; Fax: +971 4 705 4653 ; Email: ( groups.albustan@rotana.com )**