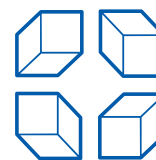


# ICEF Southeast Asia Workshop

International educators and quality, pre-screened student recruitment agents from Vietnam, Thailand, Malaysia, Philippines, Indonesia, Cambodia, and Southern China



InterContinental Saigon, Ho Chi Minh City • June 13 - 15, 2018



**ICEF**  
Workshops



## InterContinental Saigon – Reservation Form

Please return your booking form until May 30, 2018. Rooms will be allocated on a first-come, first-served basis.

### Room Reservation Request (Please type or print in capital letters)

Company / Institution \_\_\_\_\_

Mr  Ms Last name \_\_\_\_\_ First name \_\_\_\_\_ Nationality \_\_\_\_\_

Date of birth (DD/MM/YY): \_\_\_\_\_ Passport Number: \_\_\_\_\_ Date of issue (DD/MM/YY): \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City \_\_\_\_\_ Postal code \_\_\_\_\_

Country \_\_\_\_\_ State \_\_\_\_\_

Tel. (incl. area code & extension) \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ URL \_\_\_\_\_

In case of sharing a double room, please indicate the details of the second person:

Mr  Ms Last name \_\_\_\_\_ First name \_\_\_\_\_

Date of birth (DD/MM/YY): \_\_\_\_\_ Passport Number: \_\_\_\_\_ Date of issue (DD/MM/YY): \_\_\_\_\_

### Travel details

Date of check-in\* \_\_\_\_\_ Date of check-out\* \_\_\_\_\_ Number of nights \_\_\_\_\_

Approx. arrival time \_\_\_\_\_ Approx. departure time \_\_\_\_\_

\* Please note: earliest possible check-in time is 15:00 and latest check-out time is 12:00 noon.

### Room type & rate (please check appropriate box)

Deluxe King room (Single) **USD 170.00** per night

Deluxe King room (Double) **USD 185.00** per night

Above rates are per room, per night, and are **subject to 5% service charge and 10% VAT**. Breakfast and internet access are included. Rates are valid for the period from June 11 (check-in) to June 17, 2018 (check-out) and are subject to room availability. For bookings outside this period the regular room prices become applicable.

### Airport Limousine Service - USD 58.00 per car per way (4-16 seats, subject to 5% service charge and 10% tax). Please book well in advance.

**Pick up**  Yes  No Number of persons \_\_\_\_\_ | **Drop off**  Yes  No Number of persons \_\_\_\_\_

Arrival Date (DD/MM/YY): \_\_\_\_\_ Flight number: \_\_\_\_\_ Arrival time: \_\_\_\_\_

Departure Date (DD/MM/YY): \_\_\_\_\_ Flight number: \_\_\_\_\_ Departure time: \_\_\_\_\_

### Payment

Please note that reservations can only be guaranteed by the following:

MasterCard  American Express  Visa  Diners Club  JCB

Card no.: \_\_\_\_\_ Expiry date: \_\_\_\_\_ / \_\_\_\_\_

CVC code: \_\_\_\_\_ The CVC/CVV code is a three (Visa/Eurocard/Mastercard) or four (American Express) digit security code on your credit card

Card holder's name \_\_\_\_\_ Signature \_\_\_\_\_

Place and date \_\_\_\_\_

**Check-in/Check-out:** Check-in is at 15:00. Rooms required after 10:00 and before 15:00 on the day of arrival on a confirmed basis must be pre-booked. An additional half night room charge will be levied and the room is subject to availability. Guaranteed early check-in before 10:00 will incur an additional night's charge. Check-out is at 12:00 noon. All late check-outs are arranged based on availability and need to be confirmed by contacting the Front Desk directly. The following late check-out charges apply accordingly: From 13:00 to 18:00: 50% of one night's room rate / From 18:00 onwards: 100% of one night's room rate.

**Cancellations:** Room cancellations received until May 30, 2018 will be subject to a one night's charge. Cancellations received after this date will be subject to a 100% cancellation fee for your stay.

► Please email to: [resvn1@icsaigon.com](mailto:resvn1@icsaigon.com) (cc: [lytho.ho@icsaigon.com](mailto:lytho.ho@icsaigon.com))