

No.



Secured Reservation Form (EWRI – AIT Conference 2009)

Please be informed that we could only process reservation request secured by a credit card guarantee. Upon receipt, our reservation staff will inform you the status of your booking within 48 working hours. Kindly note that this credit card guarantee is only used to secure your booking. It is not a payment. You make payment by cash or credit card directly when you check in. The amount you are guaranteeing is the equivalent of ONE NIGHT STAY and will only be debited if, for some reason, you do not check in as reserved, and/or you have not informed us of the cancellation 14 days prior to check-in date. This guarantee will become invalid once you check in as reserved.

1. Guests Information

Note: Important! Please furnish all guest names to facilitate quick registration upon check in. Please resubmit if more than 2 rooms are required (*) is a compulsory field.

Guest Name

Mr./Mrs./Miss Name :

Room Required : _____ Type of Rooms _____ Main Wing _____ New Wing

Date of Check In: _____ Date of Check Out: _____

Flight Information: Arrival: Flight No _____ Departure: Flight No. _____
Time _____ Time _____

Guest payment Own Account Charge to AIT Internal Account

Guest Type Alumni Student Staff & Faculty Others

2. Contact Information

Note: Important! Please furnish complete e-mail address so that our reply could reach you.

Person making Reservation: _____ Department: _____

Email: _____ Telephone No.: _____ Fax No.: _____

3. Reservation Guaranteed by

Credit Card

A valid card is required to secure and guarantee your reservation. In order to cancel this reservation, please read conditions below.

Credit Card Holder Name: _____

Credit Card Type: _____ (VISA/ MasterCard/ K-Bank Only)

Credit Card Number: _____

Credit Card Expiration Date: _____

Visa/MasterCard 3 Digit Codes: _____

(The last 3 digits of the card printed on the signature strip at the back of your card) : _____

AIT Internal Account No.:

Cash Transfer to Siam Commercial Bank, AIT-Sub-Branch, Account No.359-3-00001-2,
Account Name: AIT

Address: AIT Conferencenter, Asian Institute of Technology

58 Moo 9, Paholyothin Rd., Klong Luang, Pathumthani 12120, Thailand

Booking Confirmed by _____ **Date:** ___/___/___ **Time:** _____

Remark: _____

Please Note: For international money transfer, you will be subject to the cost of transfer fee charged by your Bank.

You will be informed of the status of your reservation within 48 working hours of receipt.

Thank you for your cooperation and we thank you for your valued business.

Please return the completed form by e-mail to K. Kate at ketevi@ait.ac.th or to help desk at the main reservation office at aitctr@ait.ac.th; or by fax to (66 2) 524 5207. Guests participating in the Conference “An International Perspective on Environmental and Water Resources” in January 5-7, 2009, will be given priority for room reservation if booking is made on or before November 30, 2008.