



**Hyatt Regency Dubai
Accommodation
Registration Form**

IEOM 2015 Conference - March 2015

Please return to:

BLOCK CODE : I30M

Hyatt Regency Dubai
PO Box 5588, Dubai, United Arab Emirates
Tel: +971 4 2096661
Fax: +971 4 2096662
E-mail: reservations.hyattregencydubai@hyatt.com

BOOKING DETAILS:

Last Name (Mr/Mrs/Miss): _____ First Name: _____
Arrival Date: _____ Flight: _____ Time: _____
Departure Date: _____ Flight: _____ Time: _____
Email Address: _____

GUEST DETAILS:

Title: _____ Company: _____
Address: _____
State/Country: _____ Zip/Postal Code: _____
Telephone: _____ Fax: _____
Passport No: _____ Date of Issue: _____ Date of Expiry: _____
Nationality: _____ Place of Issue: _____

PLEASE RESERVE: (Please tick the appropriate box)

		Amount in AED	Amount in AED
No. _____	King/Twin Room <input type="checkbox"/> Single	615	<input type="checkbox"/> Double 615
No. _____	View King/Twin Room <input type="checkbox"/> Single	765	<input type="checkbox"/> Double 765
No. _____	Regency Club Room <input type="checkbox"/> Single	915	<input type="checkbox"/> Double 915
No. _____	Regency Suite King/Twin <input type="checkbox"/> Single	1,615	<input type="checkbox"/> Double 1,615
No. _____	Regency Executive Suite <input type="checkbox"/> Single	2,015	<input type="checkbox"/> Double 2,015
No. _____	Emiri Suite <input type="checkbox"/> Single	4,115	<input type="checkbox"/> Double 4,115
No. _____	Royal Suite <input type="checkbox"/> Single	5,115	<input type="checkbox"/> Double 5,115

Remarks: _____

Preference: Smoking Non-smoking

King/Twin Room Benefits:

- *The rates are quoted on a per room per night basis and **exclusive** of 10% service charge and 10% municipality fees
- *Buffet Breakfast is **not inclusive** in the above rate and quoted AED 75 net per person in the Kitchen restaurant
- *Daily local English or Arabic newspaper
- *Free access to Club Olympus fitness center with fully equipped gymnasium, outdoor swimming pool, tennis, spa area with sauna and Jacuzzi.
- *Bottled mineral water
- *Complimentary internet in guest room

Regency Club Room Benefits:

- * Rates are quoted on a per room per night basis and **exclusive** of 10% service charge and 10% municipality fee
- * Complimentary continental breakfast at the 18th Floor from 6:30 am to 11:00am
- * Tea, coffee and softdrinks are served throughout the day in the Lounge
- * Traditional afternoon tea with cookies and fruits from 3:00pm to 5:00pm
- * Dinner drinks with canapes are served from 6Pm to 8PM
- * Check-in time is 2.00pm, check-out time is 12.00pm
- * Above rates are quoted per room per night basis
- * Buffet Breakfast at The Kitchen Restaurant is priced at AED 75 nett per person
- *The rooms are available in the block 15 days prior to event date . From then onwards the rooms are subject to availability.
- * Late Check Out till 1800 Hrs - 50% of the group rate will be applicable - Subject to availability
- * Check Out After 1800 Hrs - Full night charge on the group rate will be applicable

TOURISM DIRHAM:

As mandated by the Government of Dubai an additional charge, "Tourism Dirham", of AED 20 per bedroom per night, is applicable for all hotel rooms occupied by the group (including complimentary hotel rooms, if any). Subject to change according to local authorities
The Tourism Dirham is collected on behalf of the local authorities

TRANSPORTATION:

Airport Pick-up AED 250 Mercedes S Class AED 300 Mercedes R-300 SUV
Airport Drop Off AED 250 Mercedes S Class AED 300 Mercedes R-300 SUV

For Airport pick-up and drop-off we require exact flight arrival and departure details

MARHABA:

Meet and assist service may be provided from the arrival hall to the customs: * Standard Marhaba at AED 125 net per person

VISA APPLICATION:

The visa can be arranged at:
* AED 300 net per person, should all the required documents be submitted and confirmed by our Reservations Department less than 15 days prior to
The process takes approximately three working days, not including Thursday & Friday.
* transfer, assist and visa charges will be posted to your room account
 Please send me a visa application form.

RESERVATION GUARANTEE:

Reservations will be guaranteed upon completion of the following information.

Credit Card details:

American Express Diners Club Mastercard Visa Other

Card Holder: _____ Expiry Date: _____

Card No: _____ Signature: _____

* a photocopy of the front and back of the credit card is required to process the booking

TERMS & CONDITIONS:

The following cancellation fees will apply:

- 60-31 Days prior to arrival: - Any cancellation will levy 100% of one night charge at the contracted group rates
 - From 30 days prior to arrival till the day of the event: - Any cancellation will levy a 100% cancellation charge for full length of stay
 - Guaranteed early arrival should be reserved the night before and charged accordingly.
 - Any "no-show" on the specified date of arrival will result in an equivalent to 100% of the accommodation rate for each of the nights reserved
- Hyatt Regency Dubai assumes no responsibility for personal items, which are damaged or lost prior to, during or following a function. In the meeting rooms and the Public Area. Personal insurance coverage for valuables should be arranged by the delegates