

ROOM RESERVATION REQUEST FORM FOR IATA TRAINING

(Valid from 01 January 2026 to 31 December 2026)

 Kindly fill up details in **RED (*)** column and delete where necessary.

COMPLETE DETAILS IN FULL			
*Title:	Choose an item.		
*Family Name:		Passport No:	
*Given Name:		Job Title:	
*Arrival Date:		Flight Details Arrival:	
*Departure date:		Flight Details Departure:	
Email:		Reservation made on (date)	
Company:			

Room Type	OPTION 1: Rates with Two-Way Complimentary Office Transfer via Taxi (Rates quoted based on per room per night)		OPTION 2: Rates without Transfer (Rates quoted based on per room per night)	
Deluxe Room	<u>Room only</u> ☐ S\$243.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room only</u> ☐ S\$215.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices	
	<u>Room with Breakfast</u> ☐ S\$258.00++ (Single) ☐ S\$273.00++ (Double/Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room with Breakfast</u> ☐ S\$230.00++ (Single) ☐ S\$245.00++ (Double/Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices	
Deluxe with Balcony Room	<u>Room only</u> ☐ S\$253.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room only</u> ☐ S\$225.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices	
	<u>Room with Breakfast</u> ☐ S\$268.00++ (Single) ☐ S\$283.00++ (Double / Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room with Breakfast</u> ☐ S\$240.00++ (Single) ☐ S\$255.00++ (Double / Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices	
Deluxe Plus Room	<u>Room only</u> ☐ S\$263.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room only</u> ☐ S\$235.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices	
	<u>Room with Breakfast</u> ☐ S\$278.00++ (Single) ☐ S\$293.00++ (Double / Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room with Breakfast</u> ☐ S\$250.00++ (Single) ☐ S\$265.00++ (Double / Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices	

Room Type	OPTION 1: Rates with Two-Way Complimentary Office Transfer via Taxi (Rates quoted based on per room per night)		OPTION 2: Rates without Transfer (Rates quoted based on per room per night)	
Deluxe Plus with Balcony Room	<u>Room only</u> ☐ S\$283.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room only</u> ☐ S\$255.00++ (Single / Double / Twin) - Free Wi-Fi for multiple devices	
	<u>Room with Breakfast</u> ☐ S\$298.00++ (Single) ☐ S\$313.00++ (Double / Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices - Complimentary 2-way transfer (taxi) from Hotel to IATA office*		<u>Room with Breakfast</u> ☐ S\$270.00++ (Single) ☐ S\$285.00++ (Double / Twin) - Daily breakfast(s) - Free Wi-Fi for multiple devices	

All above rates quoted are in Singapore Dollars and are subject to 10% service charge and prevailing 9% GST.
Bed type: King or twin bedded and connecting rooms will be subjected to availability

Options of Payment Method

1. Red-dot booking link (prepayment)
2. Credit Card Guarantee

*CREDIT CARD GUARANTEE			
☐ Master	☐ Visa	☐ American Express	
Card No:		Expiry Date:	
Cardholder's Name:			

*Please provide credit card details to guarantee your booking.

MAJOR CONVENTIONS & EXHIBITIONS FOR YEAR 2026

Singapore Airshow: 02 – 06 February 2026 (5 days)
Formula One: 08 – 11 Oct 2025 (4 days)

Note: Surcharge will be applicable during the above peak dates. The above dates may be subject to change and we will update you accordingly.

CANCELLATION POLICY

For guaranteed bookings, the Hotel reserves the right to charge the individual guest for the full duration of stay for any cancellation or release of rooms made two (2) days (48 hours) prior arrival date.

ROOM RESERVATIONS

Please send your completed form to our Reservations Department:

Email: reservations.chs@concorde.net / Direct tel: +65 67398303/ 04 / 08 / Hotel General Tel: +65 67338855

Please be advised that your reservations will only be deemed as confirmed when you have received this form back from our Reservations Department with the confirmation number given.

SALES CONTACT

Nelly Voon-Airrola (Assistant Director of Sales): Email nelly.voon@concorde.net / Direct Tel: +65 6739 8327

Rohani Nordin (Confidential Secretary): Email rohani.nordin@concorde.net / Direct Tel: +65 6739 8360

OPTION 1:

Two-Way Complimentary Office Transfer via Taxi (applicable throughout the stay excluding Sat and Sun)

- ❖ Inclusive of two-way transfer to IATA office at 80 Pasir Panjang, Mapletree Business Park
- ❖ Guests sharing the same room are required to share a taxi to and return from IATA Training Centre (two ways). Claimable based on a maximum of one set of receipts (2 receipts per room per day).
- ❖ Receipts are to be presented to Front Desk on the same day of issue for reimbursement and are non-accumulative.
- ❖ Cash reimbursement is based on the amount of taxi receipt (up to a maximum of S\$15 nett per way, or up to a total of S\$30 nett with a combination of two receipts within a day)
- ❖ No cash refund or deduction from room rate for any unused taxi transfer charges.