

HOTEL ROOM RESERVATION FORM

NASSCOM BPO STRATEGY SUMMIT FROM 23rd to 24th AUGUST'2011



The Leela Kempinski Gurgaon, (Delhi) N.C.R.
 Reservations Department
 Ambience Island, National Highway – 8
 Gurgaon - 122002
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 or
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NASSCOM®

**BPO STRATEGY
SUMMIT 2011**

23rd- 24th August, 2011
 The Leela Kempinski,
 Gurgaon

I'll be there!

Please email this form directly The Leela Kempinski Gurgaon, New Delhi (N.C.R)

- Room/s confirmed shall be made available for occupancy after 1400hrs on the day of check-in & the check out time is at 12noon. If you are arriving between midnight and the official check-in time, please make the reservation for the day before.
- Bookings require a credit card guarantee to secure the reservation.
- Cancellation Policy- We respectfully requires any cancellation/amendments 15 days prior to 1200 noon on the day of arrival to avoid a one night's retention charges. All No Show will however be liable for one night's retention charges. The stay is guaranteed for the entire duration and any check out before the above mentioned departure date would be charged in full.

***Last date of submission of the form is 15th July 2011**

COMPLETE DETAILS IN FULL			
Title: Mr. / Mrs. / Ms / Dr (please circle the correct one)			
First name:			
Family name:			
*Registration No / (Ticket No.)			
Tel. No.:	Fax No.:	Email:	
FLIGHT DETAILS			
Hotel Check- In Date :		Hotel Check-Out Date :	
Arrival Date:	Flight No:	Arrival Time:	
Departure Date:	Flight No:	Departure Time:	
Airport Pick up required – Yes / No		Airport Drop required – Yes / No	
Room type	Room rate (single/twin)	No. of rooms Required	Room Preference (pls circle the correct one)
Deluxe Rooms (Single)	INR 9000 + Taxes per room per night		Smoking / Non-Smoking
Deluxe Rooms (Double)	INR 10000 + Taxes per room per night		Smoking / Non-Smoking

Rooms include the following facilities:

- Complimentary buffet breakfast at the designated area.
- Complimentary usage of health club facilities like Jacuzzi, sauna, steam, chill pool except SPA.
- Complimentary tea/coffee maker in the room.
- Complimentary two bottles of mineral water.
- Two line speaker IP phones with voice mail and modem jack.
- Computer and Fax hook up facilities.
- In-room electronic safe.

CREDIT CARD GUARANTEE (AS PER TERMS & CONDITIONS)		
<input type="checkbox"/> American Express	<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa
Card no.:		Expiry Date: (dd-mm-yy)
Cardholder's name on credit card:		Signature: