**Annexure 1:**

**RESERVATION FORM FOR 3GPP SA2#130 and SA6#28 MEETINGS**

 **BY IF3 and COAI in KOCHI**

|  |  |  |
| --- | --- | --- |
| **Guest Name**  | **First Name :** | **Surname :** |
| **Check-in Date** |  |
| **Check -Out Date** |  |
| **MRW/ SPG number** **(If member of Marriott/ Starwoods)** |  |

**Special Rates for Delegates**

|  |  |  |
| --- | --- | --- |
| **Room Category** | **Single**  | **Double**  |
| **Deluxe Room**  | **INR 9500**  | **INR 10250** |
| **Club Room**  | **INR 11000** | **INR 11500** |
| **The above rates are inclusive of the applicable taxes (18.00 % for rate below 7500 and 28% for rate above 7500).****This rate Includes Breakfast & Lunch, wifi and 15% Discount on Food & Beverage for the duration of stay** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Smoking Room** | **Yes / No** |  **Non Smoking Room**  |  **Yes / No**  |
| **Bed Preference**  | **King Bed (01 Large bed)** | **Yes/No** |  **Twin Bed (02 single Bed)** |  **Yes / No**  |
| **Special Request**  |  **(if any)** |
| **Credit Card No.** |  |  **Expiry Date** |  |
| **Email Id**  |  | **Mobile Number**  |  |
| **Authorised person’s Signature** |  |

**Airport Transportation**

|  |  |
| --- | --- |
| **Please advise the Airport transfers required or not** |  **YES / NO** |
|  **If the Airport Transfers are required, Kindly fill the below details**  |
|  Flight Details |  Arrival Flight : |  Departure Flight : |
| Date of travel  |  Arrival Date :  |  Departure Date :  |
| Time of Arrival/ Departure |  Arrival Flight Time : |  Departure Flight Time : |
| Airport transport |  Arrival pick up - Yes / No |  Departure Drop – Yes / No |
| Preferred Car Type  |  (see below) |  (see below) |

|  |  |
| --- | --- |
| **Airport Transfer Rates** |  |
| **TARIFF FOR AIRPORT TRANSFERS** |
| **TYPE OF VEHICLE** | **RATES (One Way)** |
| **TATA INDIGO** | **INR 2000 + 5% Taxes**  |
| **TOYOTA INNOVA** | **INR 2400 + 5% Taxes**  |

**Page No 1**



**Please note the following:-**

* Our Check-in time is 15:00 hours and check out time 1200 hours. Reservation requests will be honored within two working days
* Booking cut off date will be 21st December, 2018, 18:00 hrs IST. Post cut off date reservation would be subject to the availability of room.
* 100% of reservation will be charged for no shows and early departures.
* Please send your completed reservations request form

To : sherin.joy@lemeridien.com, reservations.cochin@lemeridien.com

Cc : ruchi.tripathi@lemeridien.com, Vivekanand.Singh@lemeridien.com, coordinatorif3@coai.in

**Le Meridien Kochi Contact No**. + 91 484 2705777

**Cancellation Policy**

Cancellation can be done to the reservation, without penalty until 11 January 2019. Any Cancellation made beyond 11th January, 2019 1800 hrs IST will be considered as a no show.

**Page No 2**