



**Hyatt Regency Dubai
Accommodation
Registration Form**

Please return to:

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

**FCIB - 3rd International Credit & Risk Management Conference
March 18 - 20 , 2007**

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)

No. _____	Guest Room King	<input type="checkbox"/> Single	Rate	AED 1000	<input type="checkbox"/> Double	Rate	AED 1125
No. _____	Regency Club Room	<input type="checkbox"/> Single	Rate	AED 1250	<input type="checkbox"/> Double	Rate	AED 1375

Preference: Smoking Non-smoking Remarks: _____

- * Check-in time is 2.00pm, check-out time is 12.00pm
- * Above rates are quoted per room per night basis, subject to 10% service charge and 10% municipality tax
- * Buffet Breakfast is included in the rate
- *The rooms are available in the block till February 17,2007 . From then onwards the rooms are subject to availability.
- * Late Check Out till 1800 Hrs - 50% of the group rate will be applicable
- * Check Out After 1800 Hrs - Full night charge on the group rate will be applicable

TRANSPORTATION:

Limousine Transfer Required: * Standard Limousine at AED 75 net per way

MARHABA:

Meet and assist service may be provided from the arrival hall to the customs: * Standard Marhaba at AED 75 net per person

VISA APPLICATION:

The visa can be arranged at:

- * AED 260 net per person, should all the required documents be submitted and confirmed by our Reservations Department 15 days prior to your arrival. The process takes approximately a week, not including Thursday & Friday.
- * AED 360 net per person, should all the required documents be submitted and confirmed by our Reservations Department less than 15 days prior to your arrival. 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:

- *Till January 10 , 2007 – No Cancellation Charge will apply
- *From January 11 – 25, 2007 – Any cancellation will be charged at 50% of room rate x 1 night per cancelled room will apply
- *From January 25 – February 17, 2007- Any cancellations will be charged 100% of the room rate for 1 night
- *From February 17 2007 onwards - Any cancellations will be charged 100% of the room rate 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 accomodation 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