

## ANNEX I



Ministry of Environment  
The Republic of Indonesia

### Registration Form (for Hotel Reservation and lunch)



### Regional Workshop on the implementation of UNFCCC Article 6 of the Convention for Asia and the Pacific

<b>Mr/Ms/Mdm</b>	<b>Last Name</b>		<b>First Name</b>	
<b>Organisation / Title</b>				
<b>Address</b>				
<b>Tel</b>		<b>Fax</b>		
<b>E-mail</b>		<b>Passport No.</b>		
<b>Check-in Date</b>		<b>Check-out Date</b>		
<b>Arrival Flight</b>		<b>Departure Flight</b>		

Hotel rooms are available to delegates at special rates. Should you wish to make reservation for accommodation, please email the completed copy to hotel and Ministry of Environment contacts below. Hotel Room reservation is subject to availability at the point of booking.

## OFFICIAL HOTEL: Bali Hyatt Hotel, Sanur

**Please tick your choice of room only:**

Single  Double  Twin (USD 95 net/night)

**Special Required:**  Smoking Room  Non-Smoking room

- **Inclusive** of 21% tax and service charge as well as daily buffet breakfast for single or double occupancy.
- Based on per room per night.
- Applicable for a reservation made before **25 September 2009** and after the date the hotel reserves the right to review the offer and based on the demand and forecasts, the rates and conditions might change accordingly

**Important notes:**

- Bookings will be on first come first serve basis and confirmation will be subject to space availability.
- A non – refundable deposit equal to a one (01) night’s stay is required to hold the reservation. Thus deposit shall serve to confirm the reservation for the dates indicated, and upon check-in this deposit shall be applied to the first night of the reserved stay. A bank draft or a valid credit card number and expiration date is acceptable.
- Any cancellation or no shows that occurred within **3 days prior to arrival date** will be charged **1 night stay cancellation/no-show fee**.
- Any late arrival and early departure within **72 hours prior to arrival date** will be charged a **cancellation fee equivalent to the room rate times the number of reduced nights**.
- All hotel payments should be made directly to the hotel upon checkout.
- Rooms confirmed usually will be available for occupancy after 14.00 hours on date of arrival. Rooms for arrival before 14.00 will only be allocated/confirmed upon availability. If you plan to arrive early in the day, you may wish to reserve your room for the previous night to be sure your room is ready when you arrive. A 50% of room charge is applied for late check out until 18.00 hours and full room charge for checking out after 18.00 hours.

**Lunch for 24 – 26 October 2009 (please tick if yes)**

24 October 2009  25 October 2009  26 October 2009 (IDR 100.000/day)

**Airport Pick Up from Ngurah Rai Airport to Bali Hyatt Hotel Sanur (please tick if yes):**

- Toyota Innova (USD 15.00 net/car/way) max. 4 persons
- Deluxe Van, Toyota Alphard (USD 32.00 net/car/way) max. 4 persons
- Limousine, New Eyes (USD 32.00 net/car/way) max. 3 persons

### Reservation Guarantee

Card Type	<input type="checkbox"/> Amex <input type="checkbox"/> Diners <input type="checkbox"/> JCB <input type="checkbox"/> Master <input type="checkbox"/> VISA		
Card No.		Exp. Date	
Signature			

**Please send to:**

Bali Hyatt Sanur	
Ministry of Environment	+62 21 8580112, <a href="mailto:hani_kris@yahoo.com">hani_kris@yahoo.com</a> , <a href="mailto:aditya_mahalana@yahoo.com">aditya_mahalana@yahoo.com</a>

**Reservation Policy**

- ♦ Reservation should be accompanied with a payment guarantee of **one night** deposit by credit card
- ♦ Guests are responsible for direct payment to the hotel for all charges including room, tax and personal incidentals.
- ♦ Check in time is 14.00 hours and Check out time is 12.00 hours.

Confirmed by Hotel: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_

Confirmed Fax Returned On: \_\_\_\_\_