



**4th IAEE Eurasian Conference
15 - 20 October 2019
Wyndham Garden Astana**

Please complete all sections below and send this form directly to **Reservation Department**

Fax number: +77172 790001; Direct Tel: + 77172 790000

Email: reservation@wyndhamgardenastana.com

Title (Dr., Mr., Ms., Mrs., etc.):	
First name:	
Last name:	
Telephone number:	
Facsimile number:	
E-mail Address:	
Arrival Date/Flight details/Time:	
Departure Date/Flight details/Time:	
Total number of nights	
Airport pickup/drop off* (Yes/No):	

***Please note that airport pick up or drop off is subject to additional charge at KZT 5000**

Room type	Special Room Rate per room per night, TENGE*	Check box
Standard King Single	26 000 KZT	<input type="checkbox"/>
Standard King Double	33 000 KZT	<input type="checkbox"/>
Standard Twin	33 000 KZT	<input type="checkbox"/>
Business Suite	56 000 / 63 000 KZT	<input type="checkbox"/>

*The rates include Buffet Breakfast, unlimited WI-FI internet access, access to Green Fit fitness center, and VAT at 12%.

- The rates are applicable for **4th IAEE Eurasian Conference** participants only.
- Special rates are valid for bookings during period from **15 - 20 October 2019**
- All reservations are subject to room availability.

PAYMENT INSTRUCTIONS

PLEASE NOTE THAT THE ROOM RATES ARE QUOTED AND WILL BE CHARGED IN LOCAL CURRENCY (KAZAKH TENGE).

<p>CANCELLATION POLICY Please note that the following cancellation fees will be applied:</p> <ul style="list-style-type: none"> ○ Any cancellations received 48 hours before arrival is free of charge. ○ Any late cancellations (after 48 hours) or no-shows are subject to 100% charge of the full stay. 	<p>ADDITIONAL INFO Hotel check in time – 2 pm (14.00) Hotel check out time – 12 noon (12.00)</p> <p>Early Arrival fee is 50% of a rate for a booked room after 06:00, before 06:00 fee will be 100% of a room rate, VAT inclusive, and it applies for all early arrivals before the hotel's official check-in time at 14:00.</p> <p>Late Departure fee is 50% of a rate for a booked room and it applies for all late departures before 18:00, 100% after 18:00 and the hotel's official check-out time at 12:00.</p> <p>Early check in and late check out will be provided according to availability of not occupied rooms.</p>
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Please guarantee your reservation by quoting your credit card details below.

Please note quoting your credit card details you agree with Hotel cancellation policy and any cancellations or no show fees will be charged from the credit card provided.

**THE ABOVE FORM IS NOT VALID WITHOUT THIRD PART AUTHORIZATION FORM FOR CREDIT CARD
SEE BELOW AUTHORIZATION FORM**



THIRD PARTY AGREEMENT

I hereby authorize **“Wyndham Garden Astana”** to use the below mentioned credit card for the charges that I have specified.

Credit Card Holder's Name _____

Credit Card Holder's Address: _____

Credit Card Holder's Work/Mobile Telephone Number _____

Credit Card Type: ☐ Master ☐ VISA ☐ Maestro ☐ American Express

Credit Card Number: _____

Card Expiration Date: _____

Authorization is for: ☐ Accommodation Only

☐ Extras Only

☐ Accommodation & Extras

☐ Late cancellation and no show fees

Please, fill in this part if you pay for the other person

The authorization covers the expenses of:

Name: _____

Arrival Date: _____

Departure Date: _____

Total Amount (12% VAT inc): _____

**Please note that room rate is payable only in National currency Kazakh Tenge (KZT) only at the hotel Internal Exchange rate.*

Cardholder's Signature: _____

Date: _____

The above form is not valid without copies of credit card (both sides) and owner's ID