**To** : **Sofitel Plaza Hanoi Hotel**
**Address** : 1 Thanh Nien Road, Ba Dinh, Hanoi, Vietnam
**Attn** : Nguyen Quang Son
**Tel** : 84-4- 8238888/5019 Handphone: 0983607750
**Fax** : 84-4-8294283
**Email** : sm3@sofitelplazahn.com.vn
**Cc** : Ms. Nguyen Bich Diep
Email : **resmgr@sofitelplazahn.com.vn**

**From:**
**Tel:**
**Fax:**
**Email:**

**Organization:**
**Organizer: Centre for Management Technology**

**HOTEL ROOM RESERVATION –10TH VIETNAM OIL, GAS & POWER FROM 27 – 28 NOV 07**

☐ New ☐ Amendment ☐ Cancellation

**Please fill in with Yes or No**

| Guest Name | Arr. Date / flight detail | Dept. Date/ flight detail | Single room | Double room | Airport pick up/ drop off |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

**Payment** : ☐ All charges to Company ☐ Personal Account ☐ Room & breakfast to Company

**Guarantee by** :
**Credit Card No** :
**Cardholder Name** :
**Expiry Date** :

**Condition**: ***Any cancellation on the day of arrival or No-show is subject to a termination fee equivalent to one (1) night room charge as accorded***

Date

**Confirmation (for Hotel use)**

Signature

SOFITEL
HOTELS & RESORTS