



Please complete and return this form by facsimile or email **deadline before 10 May 2011** to:  
 Mr. Bui Xuan Dang, Director of Sales - Sheraton Hanoi Hotel  
 Email: [dang.bui@sheraton.com](mailto:dang.bui@sheraton.com) and [reservations.hanoi@sheraton.com](mailto:reservations.hanoi@sheraton.com)  
 Fax: 84 4 37199010 Tel: 84 4 37199000

**Room to be reserved for the participants of**  
**ITU Regional Workshop**  
**on Transition to Digital Broadcasting and Digital Dividend**  
**From 26-27 May 2011**

Guest name: Mr./Mrs./Prof./Dr./Ms .....  
 Check in Date: ----- Check out date: -----  
 ( ) Non-smoking ( ) Smoking

**Executive Room**  
 ( ) Single room : US\$130++  
 ( ) Double room : US\$145++

**Club Room:**  
 ( ) Single room : US\$180++  
 ( ) Double room : US\$210++

**Executive Suite Rooms:**  
 ( ) Single room : US\$280++  
 ( ) Double room : US\$310++

**Benefit Executive room**

- ❖ Internet Access and Wifi at Link@Sheraton at the hotel lobby.
- ❖ Complimentary Internet Access in room
- ❖ Two complimentary bottles of water each day.
- ❖ Shuttle bus from HOTEL to CITY center & return.
- ❖ One daily newspaper (Vietnam News).
- ❖ Complimentary use of Fitness center (except massage).
- ❖ Preferred Rooms are allocated on higher floors

**Additional Benefits for Club rooms**

- ❖ Complimentary Local Calls & Internet Access in guest room and/or WIFI at the Executive Club Lounge
- ❖ Use of a work station for 20 minutes, inclusive 5 pages of printing (non accumulative)
- ❖ Complimentary Continental breakfast served in the Executive Club Lounge located on the 17th floor or full buffet breakfast in Oven D'or located on the lobby level.
- ❖ Evening cocktails served daily from 5:30pm – 8pm in the Executive Club Lounge.
- ❖ Complimentary non-alcoholic beverages served throughout the day in the Executive Club Lounge.
- ❖ Private check-in and check-out in the Executive Club Lounge with Butler Service .
- ❖ Complimentary pressing of 3 garments daily (not accumulative).
- ❖ A selection of international Newspapers and Magazines available in Executive Club Lounge.
- ❖ Complimentary shoe shine service available.

**Important note:**

- **The above rates are inclusive of full daily breakfast, subject to 5% Service charge & 10% VAT,**
- **Due to security reason for your credit card, please ensure that all information of your credit card should be sent to our fax number 84 4 37199010 only.**
- **One night room charge will be applied for any booking cancelation**

**Airport pick up or see off**

Pick up  
 Date/Time: -----  
 Flight Detail: -----

Drop off  
 Date/Time: -----  
 Flight Detail -----

- Car ( Mercedes E200) - (maximum 03 guests) Yes No US\$ 72 net per car per way
  - Van 16 seats – (Maximum 08 guests) Yes No US\$ 55 net per car per way
- (Please be informed that, without credit card guarantee, Sheraton Hanoi will not arrange car for pick up)**

I \_\_\_\_\_(name of participants)\_\_\_\_\_ hereby agree to guarantee the booking as above mentioned by my credit card. In case Sheraton Hanoi Hotel does not receive money , I Sheraton Hanoi Hotel to charge and debit:  
 The amount of booking at US\$ \_\_\_\_\_(One night room charge)  
 From my \_\_\_\_\_CARD with a Credit Card Number of \_\_\_\_\_which will expire on \_\_\_\_\_  
 (Type of Credit Card)

-----  
 Cardholder's Signature

Date : .....



Please complete and return this form by facsimile or email **deadline before 12 May 2011** to:

Ms Do Thi Hang, Director of Sales – Thang Loi hotel

Email: thangloihl@hn.vnn.vn

Tel: 84 4 38294211 Fax: 84 4 38292927

**Room to be reserved for the participants of  
ITU Regional Workshop  
on Transition to Digital Broadcasting and Digital Dividend  
From 26-27 May 2011**

**Guest name: Mr./Mrs./Prof./Dr./Ms** .....

**Check in Date:** ----- **Check out date:** -----

**( ) Non-smoking**

**( ) Smoking**

**Superior Room**

( ) Single room : **US\$ 70 ++**

(( ) Double room : **US\$ 90 ++**

**Premium Room:**

( ) Single room : **US\$90 ++**

( ) Double room : **US\$110 ++**

**Suite Rooms:**

( ) Single room : **US\$180 ++**

( ) Double room : **US\$240 ++**

**Benefit for all kind of room**

- ❖ Internet Access and Wifi at the hotel lobby, internet access in guest room.
- ❖ Two complimentary bottles of water each day
- ❖ A selection of daily newspaper and magazine and at the hotel lobby
- ❖ Complimentary shoe shine service available
- ❖ Shuttle bus from hotel to downtown

**Important note:**

- **The above rates are inclusive of full daily breakfast, subject to 5% Service charge & 10% VAT**
- **Due to security reason for your credit card, please ensure that all information of your credit card should be sent to our fax number 84 4 38292927 only.**

I \_\_\_\_\_(name of participants)\_\_\_\_\_hereby agree to guarantee the booking as above mentioned by my credit card. In case Thang Loi Hanoi Hotel does not receive money ,  
Thang Loi Hotel to charge and debit: **The amount of booking at one night room charge for any cancelation.**  
From my \_\_\_\_\_**CARD** with a Credit Card Number of \_\_\_\_\_which will expire on \_\_\_\_\_  
(Type of Credit Card)

-----  
Cardholder's Signature

Date : .....