

**IEEE ICTA 2026 Accommodation
20 – 23 October 2026
Room Reservation Confirmation Form**

**GRAND COPTHORNE
WATERFRONT HOTEL**

Hotel Contact: Ms Laura Chan, Senior Sales Manager - MICE

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Direct Email: Laura.Chan@millenniumhotels.com

Reservation Tel: +65 6233 1122

Email: Rsvns.GCW@millenniumhotels.com

392 Havelock Road
Singapore 169663

Tel: 65 6733 0880

COMPLETE DETAILS IN FULL

Title: Mr / Mrs / Ms / Dr (please circle)

Guest Given/First name:

Guest Family/Last name:

Check in:

Flight No. / Estimated Time of Arrival:

Check out:

Flight No. / Estimate Time of Departure:

No of Rooms:

No of Guests:

ROOM CATEGORY

ROOM RATE



Grand Deluxe Room
(Single)

S\$240.00 ++ per room night (inclusive of 01 Breakfast and Broadband)



Grand Deluxe Room
(Twin)

S\$265.00 ++ per room night (inclusive of 02 Breakfast and Broadband)

Contact Person:

Designation:

Company Name:

Company Address:

Contact Details:

(O) _____ (F) _____

E-mail:

Payment Method :

Note / Terms & Condition:

- Rates quoted are subjected to 10% service charge & 9% Goods and Services Tax per room night, unless stated as nett.
- All reservations must be guaranteed by credit card for full duration of stay booked. Reservation is guaranteed upon confirmation.
- Where cancellation is made or when there is a No-show, full length of stay charge will be levied as cancellation or no show charge.
- The rates quoted are specially meant for this group only. It cannot be used as a future reference to other bookings.
- The rates quoted are subject to increase should the arrival and departure dates change once the agreement has been signed by both parties.
- Check in time is at 1500hrs and check out time is 1100hrs

Please note that without receiving the room confirmation from the hotel, the above reservation will not be valid.

OFFICIAL USE ONLY:

<input type="checkbox"/> Reservation is CONFIRMED. Confirmation Number: _____	<input type="checkbox"/> Unable to confirmation reservation.
Attended by: _____	Date: _____