

# Room Reservation Form for SMDG 2025 attendances

Please fill out this form to request a room reservation at Evergreen Laurel Hotel Bangkok. We will process your request and get back to you as soon as possible.

\* Indicates required question

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## Section 1 : Guest Information

1. Full Name : \*

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2. Passport No. : \*

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3. Email Address : \*

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4. Phone Number : \*

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## Section 2 : Booking Details

5. Check-in date : \*

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*Example: January 7, 2019*

6. Check-out date : \*

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*Example: January 7, 2019*

7. Number of Guests : \*

*Mark only one oval.*

1 person

2 persons

Other: \_\_\_\_\_

8. Room Type Preferred : \*

*Mark only one oval.*

Deluxe room with breakfast at THB 3,300.-net per room per night

Suite room with breakfast at THB 3,600.-net per room per night

9. Bed Type : \*

*Mark only one oval.*

Single bed for 1 person

Double bed for 2 persons (One large bed)

Twin bed for 2 persons (Two beds for Deluxe room only)

## Section 3 : Special Requests

10. Special Requirements or Requests :

(e.g., dietary restrictions, accessibility needs, etc.)

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11. Transportation Requests :

Mark only one oval per row.

	Private car for 1-2 persons at THB 1,600.- net / one way	Van for 3-6 persons at THB 2,100.- net / one way
From Airport to Hotel	<input type="radio"/>	<input type="radio"/>
From Hotel to Airport	<input type="radio"/>	<input type="radio"/>

12. For Transportation Requests : (If have)  
Please fill out Flight No.

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**Section 4 : Payment**

13. Payment Method : \*

Mark only one oval.

Cash upon arrival  
 Credit Card upon arrival

**Section 5 : Details for Issuing a Receipt (If need)**

14. Company Name/Individual Name :

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15. Address :

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16. 13-Digit Tax ID Number : (For issuing tax invoices to companies registered in Thailand only)

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**Form Submission Schedule**

This room reservation form can be submitted until 15 March 2025