

Hotel Reservation Form

HOW TO MAKE RESERVATION:

FAX the completed form to +852 3547 6072 with payment authorization.

EMAIL the completed form to cikm2009@chinatravelevents.com with payment authorization.

A. Personal Details (Please fill in ALL information in BLOCK letters)

Title: <input type="checkbox"/> Prof. <input type="checkbox"/> Dr <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. (Please "☑" if appropriate)		
Family Name <small>(identical as on Passport)</small>	First and Middle Name <small>(identical as on Passport)</small>	Date of Birth: DD / MMM / YY
Passport Number	Nationality	Gender: M / F
Address		
Telephone ()	Fax ()	E-mail Address

B. Hotel Reservation (Please ☑ if appropriate)

Check-in: DD / MMM / YY **Check-out:** DD / MMM / YY **No. of night(s):** _____ (1)

[For example: Check in date: 01 Nov 2009 and Check out date: 06 Nov 2009 (Total 5 nights)]

Hotel	Room Rate (2) per room per night	Breakfast per person per day	Breakfast (3) Total: HKD
<input type="checkbox"/> Royal View Hotel, 4 Star Standard room	HKD430.00	HKD90.00 x person (s)	=
<input type="checkbox"/> Novotel Citygate Hong Kong, 5 Star Standard room	HKD550.00	HKD110.00 x person (s)	=
<input type="checkbox"/> Marriott Hong Kong Sky City Hotel, 5 Star Standard room	HKD750.00	HKD180.00 x person (s)	=
<input type="checkbox"/> Regal Airport Hotel, 5 Star Standard room	HKD750.00	HKD150.00 x person (s)	=
Total Amount = [Room Rate(2) + Breakfast(3)] x No. of night(1) :			HKD
Room type: <input type="checkbox"/> Single Room <input type="checkbox"/> Twin Room**		<input type="checkbox"/> Non-Smoking <input type="checkbox"/> Smoking * Subject to availability upon check-in	
**Accompany Person (Name of accompany person as shown on passport)			
Family Name / First and Middle Name			

Grand Total = (Part B + Part C) HKD

C. Payment Method (Please the appropriate payment method)

- **The official exchange rate: HKD7.75 = USD1.00 or HKD1.00 = RMB0.88**

<input type="checkbox"/> By credit card (Please complete the information below): (Payment must be made in HKD . Please attach the copy of the FRONT and BACK sides of credit card.)	
Grand Total: HKD _____ <input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> AMERICAN EXPRESS	
Name of Card Holder	Expiry Date MMM / YY
Credit Card Number	Card Holder's Signature
I hereby authorize "China Travel Service (HK) Limited" to charge the grand total amount to my credit card for the payment. Information provided above is true and correct to the best of my (our) best knowledge.	
<input type="checkbox"/> By bank draft payment in Hong Kong Dollar Please prepare the bank draft payable to " China Travel Service (HK) Limited " and mail to us with hotel booking form. Address: Suite 601-2, Wing On House, 71 Des Voeux Road Central, Hong Kong). Attn: CIKM 2009	
<input type="checkbox"/> By (RMB) Renminbi payment (For mainland delegates only. All bank charges should be absorbed by payee) Please transfer the payment into the following account: Bank name: China Everbright Bank 中國光大銀行 (Shenzhen Yuan Ling sub branch) Name of account: China Travel Service (HK) Limited Account number: 3899-0188-0000-26937 Bank address: 1-2/F, Yin Sheng Building, Hong Li Road, Shenzhen, 518027, P.R. Kindly fax the payment slip & registration form to +852 3547 6072	
<input type="checkbox"/> By USD payment (Please add the bank charges of <u>USD25.00</u> for Telegraphic Transfer) Please transfer the payment into the following account: Bank name: Nanyang Commercial Bank Name of account: China Travel Service (HK) Limited Account number: 043-472-9-005351-5 Bank address: 151 Des Voeux Road Central, Hong Kong SWIFT code: NYCBHKHH Kindly fax the payment slip & registration form to +852 3547 6072	

D. Remarks:

- The above hotel prices are inclusive of 10% service charge.
- Hotel rates are valid for 1-6 Nov 2009 on run-of house basis, applicable to reservation made through CTS. Rooms are offered on a first-come-first-served basis. CTS will be happy to solicit room rates for pre/post stays & accommodations for other periods/at other hotels as well as other travel arrangement.
- Please send the completed form by fax to CTS before 9th Oct 2009. Due to peak season in Hong Kong in November, hotel will be guaranteed after full payment received. Room rates and rooms are subject to change for booking received on or after 9th Oct 2009.

E. Hotel Reservation Cancellation and Refund Policy:

A written notification is required in case of cancellation after hotel & tour booking is confirmed:

Hotel:

Cancellation made on or before **18th Sep 2009** → Full refund (HK\$150 liaison fee will apply)

Cancellation made before **9th Oct 2009** → One night room deposit will be forfeited.

Cancellation made after **9th Oct 2009** → Payment are non-refundable & non-changeable.

Thank you. We will acknowledge receipt & process your reservation once received.