

**Reservation Form**

Please use one form for each reservation and fill in all information

***The 5th International Conference on Chinese as a Second Language Research (CASLAR-5)***  
***June 14-16, 2018***

Guest Name: (Last) (First) Mr / Mrs / Ms	Arrival Date:	Departure Date:
Job Title: Company Name:	Arrival Flight / ETA:	Departure Flight / ETD:
Telephone Number : Facsimile Number :	e-mail address : Marriott Rewards Number:	
<b>Room type / rates:</b>  <b>Deluxe City View Room: (Newly renovated)</b> <input type="checkbox"/> HK\$1,000.00 (Room only) <input type="checkbox"/> HK\$1,100.00 (With 1 daily buffet breakfast) <input type="checkbox"/> HK\$1,200.00 (With 2 daily buffet breakfasts)  <b>Deluxe Harbour View Room: (Newly renovated)</b> <input type="checkbox"/> HK\$1,250.00 (Room only) <input type="checkbox"/> HK\$1,350.00 (With 1 daily buffet breakfast) <input type="checkbox"/> HK\$1,450.00 (With 2 daily buffet breakfasts)  <i>* Executive Deluxe rooms and suites are available upon request</i>	<b>Benefits &amp; Privileges:</b> - Renovated hotel rooms - Complimentary wired and wireless internet access - Complimentary 24-hour access to fitness center - Complimentary hotel shuttle service to The University of Hong Kong, Queen Mary Hospital and William MW Mong Block  <b>Special Request:</b> <input type="checkbox"/> Non-smoking <input type="checkbox"/> Smoking <input type="checkbox"/> King Bed <input type="checkbox"/> Twin Bed <input type="checkbox"/> Others:  <i>* Check In: after 2:00pm / Check Out: 12:00 noon</i>	

**Rate details:**

- \* The above room rates are **subject to 10% service charge**, applicable to both single and double occupancy.
- \* The special group rate may be adjusted to our Best Available Rate should all rooms be sold out within the room block.
- \* Rates are only for delegates attending the above conference.

**Hotel Limousine Airport Transfer: (If required)**

(4-seater) at HK\$800.00net per car per trip      Arrival       Departure   
 (7-seater) at HK\$900.00net per car per trip      Arrival       Departure

- \* The above prices are subject to change without prior notice.
- \* A surcharge of HK\$200.00net will be applied for pick-up and drop-off between 00:00 and 06:00.
- \* For no-shows and cancellations within 24 prior to arrival/departure a full charge will be applied to credit card on file.

**I / WE AGREE TO GUARANTEE THIS RESERVATION BY THE CREDIT CARD LISTED BELOW:**

AMEX       VISA       MASTER       DINERS       Others: \_\_\_\_\_

Card Number: \_\_\_\_\_      Expiry Date: \_\_\_\_\_

**\* Remarks : Reservation to be confirm by giving valid credit card information for guarantee**

**Terms and Conditions:**

**Cancellation/No Show Policy**

Please note a "no show" charge of ONE NIGHT will be automatically charged to guest's credit card, should the guest fail to arrive on the confirmed arrival date. In the event that the guest is a "no show" for the whole reservation period, the hotel will charge the guest's credit card for the **entire period**.

Cancellations or amendments are required **on or before May 14, 2018 (Tuesday)**, otherwise the guest will be charged for full period of stay.

Please return this form to us on or before **May 14, 2018** to our Reservations Department at fax number (852) 3717-8288 or e-mail [cy.hkgcy.reservation.sales.supv@courtyard.com](mailto:cy.hkgcy.reservation.sales.supv@courtyard.com). Reservations will be subject to availability and confirmation will be notified by return fax of this form.

**FOR HOTEL USE ONLY:**

Block Code: "HKE"      Sales : PC

Confirmation No.

Confirmed By:

Date:

Remarks :