RESERVATION REQUEST FORM

Hong Kong Baptist University
International Conference on Preconditioning Techniques for Scientific and Industrial Applications.

Name: Dr/Prof/Mr/Ms/Mrs (First name) ____________________________ (Last name) ________________________

Dr/Prof/Mr/Ms/Mrs (First name) ____________________________ (Last name) ________________________

Contact No.: (Tel) __________________ (Fax) __________________ (Email) ________________________

Room Rate:

- Standard Room at HK$650.00 for single or double occupancy (room only)
- Standard Room at HK$750.00 for single occupancy (with one breakfast)
- Standard Room at HK$850.00 for double occupancy (with two breakfasts)

- Rate is subject to 10% service charge per room per night
- Validity of the above room rates – August 24-26, 2009 inclusive

No. of Room required: ____________________________

Special Request:  
- King Size Bed
- Twin Bed
- Non-Smoking
- Smoking

Arrival Date: ____________________________ Arrival Flight/Time ____________________________

Departure Date: ____________________________ Departure Flight/Time ____________________________

Transportation:

- Hotel Limousine  
  Arrival  
  Departure  
  Round Trip (HK$550 net per car one way)

- Airport Shuttle #  
  Arrival  
  Departure  
  Round Trip (HK$150 net per person one way)

Booking Guaranteed By:  
- Amex
- Visa
- Master
- Diners

Credit Card No.: ____________________________ Expiry Date: ____________________________

Name of Card Holder: ____________________________

# Transportation arrangement is provided based on a fixed time schedule, price is subject to change without prior notice.

Signature: ____________________________________ Date: ____________________________

Notes:
1. All bookings must be guaranteed by a credit card of one night room charge.
   Otherwise, room will not be reserved on a definite basis
2. Reservation request form must be submitted to Royal Plaza Hotel on or before 8 August, 2009.
   All reservation requests are subject to hotel’s confirmation.
3. A Reservation Confirmation will be submitted to sender within 48-hour after receipt of completed
   Reservation Request Form. Reservation will not be valid without Reservation Confirmation of Royal Plaza
   Hotel.
4. One night room charge will be applied if cancellation cannot be notified by writing to the hotel
   on or before 3 August, 2009
5. Pls. put a “✓” in the appropriate box of your selection

Please return to: Ms. Vivian Chiu – Sr Sales Manager, ROYAL PLAZA HOTEL, 193 Prince Edward Road
West, Hong Kong. Tel: (852) 2622 6291 Fax: (852) 2628 3383 Email: vivianchiu@royalplaza.com.hk

HOTEL USE ONLY
CONFIRMED ☐ WAITING LIST ☐ NOT CONFIRMED ☐ By __________________ Date ______

Remarks: ________________________________________________________________