



Booking deadline: on or before: 20<sup>th</sup> June 2009

吳多泰博士國際中心  
NTT International House

## ROOM RESERVATION FORM

**“International Conference On Preconditioning Techniques For Scientific And Industrial Applications”**

to be organized by Department of Mathematics, Hong Kong Baptist University on 24-26 August 2009

Please  the appropriate box and fill in with BLOCK letters.

Confirmation Number: \_\_\_\_\_ (to be filled out by NTT)

<input type="checkbox"/> NEW RESERVATION	<input type="checkbox"/> AMENDMENT	<input type="checkbox"/> CANCELLATION
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### I. SOURCE OF RESERVATION

Referred by HKBU Faculty/Department/School/Office \_\_\_\_\_ Department of Mathematics, HKBU

### II. INFORMATION OF GUEST(S)

Title \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Prof.  Dr.  Mr.  Ms.  Mrs. \_\_\_\_\_

Prof.  Dr.  Mr.  Ms.  Mrs. \_\_\_\_\_

Arrival date: \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YY Flight no./Expected arrival time: \_\_\_\_\_

Departure date: \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YY Flight no./Expected departure time: \_\_\_\_\_

Purpose of staying at HKBU :  Conference  Meeting  Seminar  Visit

Workshop  Others(please specify): \_\_\_\_\_

Number of rooms#: \_\_\_\_\_ Standard \_\_\_\_\_ Superior \_\_\_\_\_ Deluxe \_\_\_\_\_ Suite

Room rental\*:  Daily rate: HK\$ \_\_\_\_\_ per room night X \_\_\_\_\_ Night(s)

Monthly package: (Calculated on basis of 30 consecutive nights)

HK\$ \_\_\_\_\_ per month X \_\_\_\_\_ Month(s)

Odd day rate: HK\$ \_\_\_\_\_ per room night X \_\_\_\_\_ Night(s)

Sub-total: HK\$ \_\_\_\_\_

Breakfast coupon:  @HK\$20 X \_\_\_\_\_ Day(s) X \_\_\_\_\_ Guest(s)

Sub-total: HK\$ \_\_\_\_\_

**Total amount payable: HK\$ \_\_\_\_\_**

#Standard and Superior rooms are only available in every July and August. \*Room rental is exclusive of breakfast.

### III. INFORMATION OF FACULTY/DEPARTMENT/SCHOOL/OFFICE

Faculty/Department/School/Office : \_\_\_\_\_

Contact person : \_\_\_\_\_ Email address : \_\_\_\_\_

Telephone number : \_\_\_\_\_ Fax : \_\_\_\_\_

### IV. ACKNOWLEDGEMENT

**“I fully understand and accept the possible disturbance and inconvenience (including but not limited to noise and dust) that will be caused by the demolition and reconstruction work of the Campus Expansion Plan of Hong Kong Baptist University during the period of stay as mentioned above, and/or undertake to convey the message to our group members/guests who are going to accommodate at NTTIH. I also fully understand and accept the Terms & Conditions for Room Reservation, and undertake to explain these Terms & Conditions to the members/guests.”**

Guest Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Name of University/Organization : \_\_\_\_\_ Date : \_\_\_\_\_

### V. PAYMENT METHOD

By credit card Type of credit card :  Visa  MasterCard  UnionPay Card

Credit card number : \_\_\_\_\_ Expiry date : \_\_\_\_\_

Name of cardholder : \_\_\_\_\_ Amount payable : HK\$ \_\_\_\_\_

**“I authorize Hong Kong Baptist University to charge from my mentioned credit card for the amount payable listed above. I fully understand and accept the Terms and Conditions for Room Reservation. The photocopy of both sides of the above credit card is attached for the NTT’s processing of my room booking.”**

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

(Signature on the credit card)

By cheque (Please make payable to “Hong Kong Baptist University”)

By bank-in (Name and number of bank account: The Bank of East Asia Ltd. 015-204-40-00089-8)

### OFFICE USE ONLY

Official receipt no.: \_\_\_\_\_ Amount received: HK\$ \_\_\_\_\_

Handled / Checked by: \_\_\_\_\_ / \_\_\_\_\_ Approved by : \_\_\_\_\_

Remarks: \_\_\_\_\_



## Terms and Conditions for Room Reservation

### 1 *Making Room Reservation*

- 1.1 Priority will be given to HKBU Faculties/Departments/Schools/Offices whose bookings are made to serve the university's guests.
- 1.2 Request for room reservation should be made by forwarding NTT the duly signed Room Reservation Form which could be downloaded from the website of NTT.

### 2 *Confirmation of Room Reservation*

- 2.1 To confirm room reservation, NTT will assign and print a confirmation number on the duly completed Room Reservation Form, and have it faxed to the department concerned.

### 3 *Length of Notice Required for Amendment of Details of Room Reservation*

- 3.1 Request for cancellation of room reservation, reduction of number of rooms or change of arrival/departure schedule will only be accepted if a written request is received:
  - 3.1.1 30 days prior to the original arrival schedule for booking of 1 to 3 rooms.
  - 3.1.2 45 days prior to the original arrival schedule for booking of 4 to 7 rooms.
  - 3.1.3 60 days prior to the original arrival schedule for booking of 8 to 20 rooms.
  - 3.1.4 75 days prior to the original arrival schedule for booking of 21 rooms or above.
- 3.2 Request for change of arrival schedule will also be subject to room availability at time of request.

### 4 *Payment of Room Rental*

- 4.1 If no written request is received before the required notice period as stated in Clause 3 above, NTT shall assume no further amendment to the room reservation is needed. Full payment of room rental settled either by debiting HKBU account or by guest, should be made upon completion of the required notice period.
- 4.2 All paid room rentals are neither refundable nor transferable even in case of no show.

### 5 *Check-in & Check-out Arrangements*

- 5.1 Guests could check-in anytime after 1400 hours and have to check-out on or before 1200 noon.
- 5.2 Guests check-out after 1200 noon and before 1800 hours will be subject to a surcharge of half day rental; check-out after 1800 hours will be subject to a surcharge of full day rental. (Odd day rate shall be applied to bookings on monthly basis)
- 5.3 Key deposit at HK\$100 per key is required upon check-in and will be refunded upon check-out.
- 5.4 A deposit of HK\$500 will be required upon check-in for local or IDD call service.