

**The Hong Kong Polytechnic University-
The First International Conference on
Urban Informatics, ICUI 2017
(12-15 November, 2017)**



Please return by fax: **(852) 2771 0043**
Attention: **Reservations Office**
Telephone: (852) 2710 1828
Email: eshkg.resv@eatonhotels.com

Guest Name Mr./Mrs./Ms./Dr./Prof. Family Name: _____	Arrival Date (DD/MM/YY)	Departure Date (DD/MM/YY)
First Name: _____	Arrival Flight / ETA	Departure Date / ETD

* Please provide us your flight details as it is important to hotel in order to make the best room assignment for you.

Title: _____ **Tel:** _____
Company: _____ **Fax:** _____
Address: _____ **E-Mail:** _____

Airport Transfer:
 Hotel Limousine Service (At HK\$750 net/per car per trip)
 Shuttle Bus (operates on fixed schedule) (At HK\$155 net/per person per trip)
 Not Required Airport to Hotel Hotel to Airport Round Trip
 For above transportation service, kindly proceed to "Vigor Airport Shuttle" counter located at **B01** in the Arrivals Hall "B".

Room Requirement:
 Since only a limited room block is reserved for this event, bookings are processed on a first-come-first-served basis.
 This form must be returned on or before **Sep 31, 2017** with valid credit card details to guarantee the reservation.
 The rate is subject to final hotel availability and may change without prior notice.

NO. OF ROOMS REQUIRED	ROOM CATEGORY	ROOM RATE (per room per night)
_____	<u>Deluxe Room – Single / Twin (Room only)</u>	<u>HKD\$980+ 10% service charge</u> <u>*Above room rate is valid on Nov10-16, 17</u>
_____	<u>Daily Buffet Breakfast</u>	<u>HK\$100 + 10% service charge</u>

Room Preference:
 Queen Twin Connecting Rooms

Other Requirements (please specify):

Terms and Conditions:

- 7 days notice is required to cancel guaranteed reservations. Otherwise, one night room charge plus applicable service charge will apply for any late cancellation or no show. Failing to call or show up before check-out time after the first night of a reservation will result in cancellation of the remainder of your reservation.
- Cancellations and amendments must be received by 15:00hrs (hotel's local time) 7 days prior to the arrival date to avoid a one night's penalty charge.
- Rates indicated are only valid for the period mentioned above. Amendments on the period of stay may result in changes in room rate as well as the type of accommodation.
- Guests departing prior to their confirmed departure date will incur one night's accommodation early departure fee. To avoid this charge kindly inform reception 24 hours prior to your new departure date.
- Our check-in time is guaranteed from 15:00 onwards and check-out time is before 12:00noon. Early check-in & late check-out is subject to availability and additional charges may apply.
- Incidental deposit will require upon check in.
- Eaton has started some refurbishment work to upgrade our facilities and with fresh Designs and a new look. Please bear with us during this progress. During the refurbishment work from 1 July onwards, the Lobby concierge, Metro Buffet & Grill and T Bar will continue to be in service as usual while the fitness centre and swimming pool will be temporarily closed.

For Reservation Office Use Only:

Hotel Confirmation Number:

Confirmed by:

Reservations Guaranteed:
(Reservation is only confirmed with the completion of the following information)
 Bank Draft (one night room rental, non-refundable)
 Credit Card
 Credit Card Type _____ Expiry Date _____
 Credit Card No. _____

Print Name _____

Credit Card Holder Signature _____

Remarks:
