



**Reservation Due Date
12 November 2018**

HOTEL RESERVATION FORM

**The Second International Conference on English across the Curriculum
On 3 – 5 December 2018
The Hong Kong Polytechnic University –English Language Centre (ELC)**

Attn: **Harbour Plaza Metropolis – Mandy Yim (Sales Co-ordinator)**
Fax: (852) 3160-6988 Tel: (852) 3160-6979 Email: mandyy@harbour-plaza.com

Harbour Plaza Metropolis, 822 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has six outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.

Please fill in BLOCK LETTERS and tick the appropriate box if required:

Name: Prof/Dr/ Mr/Ms (First name) _____ (Last name) _____

Prof/Dr/ Mr/Ms (First name) _____ (Last name) _____

Contact No. : (Tel) _____ (Email) _____

Number of Rooms: _____ **Superior Room on Standard Floor** at HK\$1,000*
 _____ **Superior One-bedroom Suite on Standard Floor** at HK\$1,300*

Breakfast Supplement: Daily buffet breakfast served at The Promenade at HK\$100 per person per meal

- Privileges:
- Free in-room wifi internet for 2 devices per 24 consecutive hours access
 - Welcome fruit upon arrival
 - Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment
 - In-room coffee and tea making facilities
 - Free use of gym, sauna, outdoor swimming pool and Jacuzzi
 - Free shuttle bus between hotel and TST (Middle Road) from 7am to 11pm, every 20 minutes interval.

***All of the above rates are subject to 10% service charge and prevailing government tax (if any) per room per night.**

Special Request: Queen Size Bed Two Single Beds Non-smoking Smoking

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

● *Airport Transportation Services are available. Please contact us for more details if required.*

All Reservation Must Be Guaranteed By a Credit Card to Secure Room Space: Visa Master

Name on Credit Card: _____ Card No. : _____ Expiry Date: _____

Date of Application: _____ Signature: _____

IMPORTANT NOTES:

1. In case of any cancellation of room reservation made less than *21 days* prior to your expected arrival, one night room charge will be debited on your given credit card as penalty directly.
2. In case of any amendment or cancellation of room reservation made less than *7 days* prior to your expected arrival or no-show, 100% expected whole period of room charges will be debited on your given credit card as penalty directly.
3. Payment Method: All guests must settle all payments by cash or credit card upon departure.
4. Rates are **on a first-come-first-served basis**, applicable on **2 days pre and post of this event** and subject to hotel's availability.

****HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS****