

Deadline
20 Nov 2015

HOTEL RESERVATION FORM

The International Conference on the Development of English Across the Curriculum
on 14-15 December 2015

The Hong Kong Polytechnic University – English Language Centre

Attn: Harbour Plaza Metropolis – Winnie Li (Sales Executive)

Fax: (852) 3160-6988 Tel: (852) 3160-6821 Email: winniel2@harbour-plaza.com

Harbour Plaza Metropolis, 821 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 four outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.

Please fill in BLOCK LETTERS:

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

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

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

Number of Rooms: _____

Room Rate: () **Superior Room on Standard Floor** at HK\$900 nett per room per night
 () **Superior One-bedroom Suite on Standard Floor** at HK\$1,200 nett per room per night

Supplement: () Daily buffet breakfast served at the Promenade Restaurant at HK\$110 nett per person per meal

Privileges: In-room Internet access (wired/wifi) for a maximum of 2 devices per day
 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, Jacuzzi and outdoor swimming pool
 Daily newspaper (English/Japanese/Chinese)

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

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

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

Booking Guaranteed By: Visa Master

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

Date of Application: _____ Signature : _____

IMPORTANT NOTES:

1. In case of cancellation of room reservation made less than 14 *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 shorten length of stay, cancellation of room reservation made less than 7 *days* prior to your expected arrival or no-show, 100% expected total 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. NO credit facility and credit card by 3rd party for payment is allowed.
4. Rates are **on a first-come-first-served basis**, applicable for **2 days pre and post of this event** and subject to hotel's availability.

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