



HOTEL RESERVATION FORM

※ Please complete the form and send it by e-mail (sungwontour@gmail.com) to the hotel by and note that the applications submitted after **October 17, 2018** will be accepted on a space-available basis.

1. Personal Information

Title	<input type="checkbox"/> Dr. <input type="checkbox"/> Prof. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
Name	(First Name)	(Middle Name)	(Last Name)
Affiliation			Department
Country			
Tel.	(Please Include Country & Area Code)	Fax.	(Please Include Country & Area Code)
E-mail			

2. Hotel Booking Detail

No.	Hotel	Room Type	Room Rate	<input checked="" type="checkbox"/>	Additional Breakfast	Distance To Venue
H1	Hotel Inter-Burgo Daegu (Website)	Double Room	KRW 145,200	1~2 person Room Only	KRW 20,000 (Per person/ Per night)	Main Venue
		Twin Room				
		Triple Room (1 Single Bed+1 Double Bed)		3 person		
		Quadruple Room (2 Double Bed)		4 person		
H2	Queen-Vell Hotel (Website)	Business Double (1 Double Bed)	KRW 95,000	1 person	Breakfast Included (Per person/ Per night)	10 min By the taxi / 25 min By the bus
			KRW 100,000	2 person		
		Standard Twin (2 Single Bed)	KRW 95,000	1 person		
			KRW 100,000	2 person		
		Family Twin (1 Single Bed+1 Double Bed)	KRW 95,000	1 person		
		KRW 100,000	2 person			

Hotel Choice			Type for Room	
	• I will be sharing with _____ (Name of Person).			
Number of Nights			Number of Rooms	
Check-in Date	(mm/dd/yy)		Check-out Date	(mm/dd/yy)
Breakfast (shall be paid to the hotel directly upon checkout)	<input type="checkbox"/> Yes	Special Request	<input type="checkbox"/> Yes, Please specify:	
	<input type="checkbox"/> No		<input type="checkbox"/> No	



3. Booking Guarantee Information

Card	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER <input type="checkbox"/> JCB <input type="checkbox"/> Other:	<input type="checkbox"/> AMEX((4 digit number for AMEX):
Card Number		Expiry date(mm/yy)
Card Holder		

- All reservations must be guaranteed with a valid credit card. In case of invalid credit card, the hotel cannot guarantee your accommodation.
- Please note that the credit card information will be used ONLY to guarantee your hotel reservation.
- No charge will be made to your credit card until you settle your accommodation bill when check-in or check-out.

4. Please Note

Due to the limited availability and high demand please reserve rooms as soon as possible. Please complete this form and send it by e-mail (E-mail: sungwontour@gmail.com) to the official travel agency [Sungwon Tour] before **October 17, 2018**.

- The special rates above are for the duration of the conference.
- Additional charges apply on weekends. (Fri.-Sat.)
- Please note that the room rates are fixed in KRW (Korean Won).
- Included 10% service charge and 10% VAT (Value-Added Tax) to the amount of the room rate
- Early check-in or late check-out is upon availability with extra charge.
- Additional individual charges such as breakfast, telephone call, mini bar, extra bed etc. shall be paid to the hotel directly upon checkout.
- All accounts (room & expenses in the rooms) must be settled on the day of departure.
- Please note that telephone reservation will not be accepted.

5. Cancellation & Refund Policy

- Any change or cancellation MUST be notified in writing to the Sungwon Tour (E-mail) 2 weeks before your arrival.
- Cancellations can be made up until 2 week prior to arrival without penalty. (Korean Local time basis)
- No-show will be charged a cancellation fee equivalent to the value of the accommodation charge and will be charged to your credit card.
- All bank charges will be deducted from the refund amount.
- Please note that for administrative reasons, refunds will be made after the conference.

I have read and understood the cancellation and refund policies and wish to confirm my hotel reservation as above.

Date: _____ **Applicant Name:** _____ **Signature:** _____