

Hotel Reservation Form

Learning 2.010 at Concordia International School Shanghai

September 16-18, 2010, Shanghai

Dear Participant,

For your hotel reservation, would you please fill-in "Tech Conference Guest Info" and then **DIRECTLY** e-mail or fax this form to:

Hotel Reservation Contact

Ms. Yuki Chen	Reservation Department
Hotel Name	Citadines Shanghai Biyun
Tel	86-21-38602288
Fax	86-21-38602000
E-mail	yuki.chen@the-ascott.com

Tech Conference Guest Information

PERSONAL DATA

Surname:	_____	First Name:	_____
Phone:	_____	E-Mail:	_____
Passport :	<input type="text"/>	Credit card	<input type="text"/>
Expire date	<input type="text"/>	Expire date	<input type="text"/>

Flight Details

Arrival Date:	_____	Flight Number:	_____
Place of embarkation:	_____	Arrival Time:	_____
Departure Date:	_____	Flight Number:	_____
Check in & out:	_____	Departure Time:	_____

Room Reservation

Guest Room (540RMB/person/night for a **single room (one breakfast included))**
(670RMB/person for a **suite room (one bedroom, one living room and one breakfast included))**

Single room:	<input type="checkbox"/>	Suite Room:	<input type="checkbox"/> No
Room Type:	<input type="checkbox"/> Smoking	Sharing Room:	<input type="checkbox"/> No
	<input type="checkbox"/> Non-smoking		<input type="checkbox"/> Yes, with:

Cancellation:

Reservation is held till 15: 00 unless guarantee by credit card Notification of cancellation or amendment must be received at least 48 hours before arrival.

Failure to cancel or amend a reservation within the stipulated timeframe, will incur a penalty as follows: 1 night rental for less than 7 nights stay 2 nights rental for 7 to 29 nights stay 3 night days rental for 30 nights and above stay Failure to cancel an airport transfer, will incur a penalty equivalent to a one-way transfer