



吳多泰博士國際中心
NTT International House
 香港浸會大學
Hong Kong Baptist University

To : NTT International House, Ms. Grace Chau, Administration Officer (Special Duty)
 Fax: (852) 27942013
 Tel: (852) 27942023
 Email: nttsales@hkbu.edu.hk

To complete the reservation, please return the i) Reservation Form and ii) Photocopy of credit card (both sides) by fax.

Computer Confirmation Number _____

RESERVATION FORM

**The 2005 IEEE International Conference on e-Technology, e-Commerce and e-Service (EEE-05)
 29 MARCH – 1 APRIL 2005**

Please fill in BLOCK LETTER:

Guest Name : Mr / Ms / Mrs _____ (Surname) _____ (First name)

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

Arrival Date _____ DD _____ MM _____ YY Flight No / ETA _____
 Departure Date _____ DD _____ MM _____ YY Flight No / ETA _____

Number of Rooms : _____ Superior Room (HK\$410 per room night)
 _____ Deluxe Room (HK\$440 per room night) *(Room rate is inclusive of 10% service charge)*

Breakfast coupon (HK\$18.5 each) : Yes No. of coupons: _____ No

Total Amount*: HK\$ _____

Reservation guaranteed by : VISA MASTER AMEX Card No. : _____

Name of Cardholder : _____ Expiry Date : _____

*** I authorize NTT International House Limited to charge from my mentioned credit card for the Total Amount as listed above. I also understand the Remarks, Terms and conditions listed in the Reservation Form. The photocopy of credit card of both sides is attached with this Reservation Form.**

Date : _____ Authorized Signature* : _____
 (Same as the signature of the Credit Card)

Remarks

- All the reservation should be made on or before 15 February 2005. Reservations are subject to final confirmation by the NTT INTERNATIONAL HOUSE.
- Please contact us at (852) 2794 2023 if a return fax / email from NTT not received within 48 hours.
- Please refer to the Terms and Conditions for Room Reservations printed overleaf regarding deposit payment, confirmation for reservations, cancellation of confirmed reservation, change of reservation details and payment of room rental.
- Check-in time is 1400 hour and check-out time is 1200 hour.
- Guest(s) check out later than 1200 hour and before 1800 hour is subject to a surcharge of a half day rental; after 1800 hour is subject to a full day rental based on the odd day rate.
- Key deposit at HK\$100 per key is required upon check in and will be refunded upon check out.
- If guest(s) require local or IDD call service, HK\$500 deposit is required upon check-in.

For Official Use	
This reservation is for <input checked="" type="checkbox"/> HKBU Referral (Name of Referee <u>Dr. Wong</u> Dept/ Office <u>COMP</u>)	
Remarks	
Approved By : _____	Date : _____



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Terms and Conditions

1. *Deposit payment for confirming reservations*

- 1.1 For booking of 1 to 7 rooms, full payment on the total room night rental is required.
- 1.2 For booking of 8 or above rooms, 50% of the total room night rental is required.

2. *Confirmation for reservations*

- 2.1 Upon the receipt of deposit payment, a written confirmation from the House would be issued.

3. *Cancellation of rooms being confirmed for reservation*

- 3.1 For booking of 1 to 7 rooms
With a written request sought 72 hours prior to the arrival schedule, the deposit payment is refundable, with the exception of one night's rental.
- 3.2 For booking of 8 or above rooms
With a written request sought 21 days prior to the arrival schedule, the deposit payment is refundable.

4. *Reduction of number of rooms being confirmed for reservation*

- 4.1 This is applicable to group booking only (i.e. booking for 8 or above rooms).
- 4.2 With a written request sought 1 working day prior to the arrival schedule, as well as meeting the following conditions, the House would accept the request for room reduction.
 - For 8 to 10 rooms being confirmed for reservation, total reduction is restricted to 20% of the original reservation. (Please note that the preferential rate offered for group booking, if any, will no longer apply if the number of rooms booked are less than 8 after reduction.)
 - For 11 or above rooms being confirmed for reservation, total reduction is restricted to 10% of the original reservation.
- 4.3 Unoccupied rooms exceeding the restricted limit listed in 4.1 will be treated as no show and subject to one night's rental.

5. *Change of arrival schedule*

- 5.1 For booking of 1 to 7 rooms:
With a written request sought 1 working day prior to the original arrival schedule and subject to room availability, the change would be accepted.
- 5.2 For booking of 8 or above rooms:
With a written request sought 7 working days prior to the original arrival schedule and subject to room availability, the change would be accepted.
- 5.3 The terms on room cancellation shall be applied if the requested change is not accepted by the House.

6. *Payment of room rental*

- 6.1 Full rental payment has to be made upon check-in, and is non-refundable.
- 6.2 Any early departure or no show will also have the whole reserved period charged.