

RESERVATION REQUEST FORM

Booking Deadline:

✧ RTCSA 2015 – Aug 19 – 21, 2015 ✧

& 截止訂座日期: 2015年8月14日

(Validity: Aug 18 - 22, 2015)

Name(s): 1) Dr/Prof/Mr/Ms/Mrs (First name) _____ (Last name) _____
2) Dr/Prof/Mr/Ms/Mrs (First name) _____ (Last name) _____
Contact No(s): 1) (Tel) _____ (Fax) _____ (Email) _____
2) (Tel) _____ (Fax) _____ (Email) _____

Arrival Date	Arrival Flight / Time
Departure Date	Departure Flight / Time

Please put a ✓ in the appropriate box of your selection.

Room type Complimentary Wi-Fi internet access with UNLIMITED devices	*Daily Room Rate (HK\$) – subject to 10% Service Charge		
	Room only	Room with buffet breakfast	
	Single / Double Occupancy	Single Occupancy	Double Occupancy
Plaza Deluxe One King - sized bed	<input type="checkbox"/> \$1400.00	<input type="checkbox"/> \$1500.00	<input type="checkbox"/> \$1600.00
Plaza Deluxe Family Two Queen - sized beds	<input type="checkbox"/> \$1600.00		<input type="checkbox"/> \$1800.00
Special Request (if any)			
Transportation <i>(Advance reservation for airport transportation is required, and the rate is subject to change without prior notice. Airport Shuttle arrangement is provided based on a fixed time schedule.)</i>	♦ Hotel Limousine (maximum 3 persons per car) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$750 per car one way) ♦ Airport Shuttle <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$160 per person one way)		
Booking Guaranteed By:	<input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Diners * Please provide a copy of credit card with Front & Back*		
Credit Card No.		Expiry Date (mm/yy)	
Name of Card Holder			

Signature: _____ Date: _____

Remarks:

- Reservation request form must be submitted to Royal Plaza Hotel **on or before Jul 31, 2015**. All reservation requests are subject to hotel confirmation.
- All bookings must be guaranteed by a valid credit card of one night room charge. One night room charge will be applied if cancellation cannot be notified by writing to the hotel **on or before Aug 01, 2015**.
- A Reservation Confirmation will be submitted to sender within 48-hour after receipt of completed Reservation Request Form. Reservation will not be valid without Reservation Confirmation of Royal Plaza Hotel.
- Reservation outside the above valid period is subject to the prevailing rate and hotel availability.
- Royal Plaza Hotel reserves the right of final decision in case of any disputes.

HOTEL USE ONLY

CONFIRMED WAITING LIST NOT CONFIRMED

By _____ Remarks _____ Date _____