



For official use only
 Received Date: _____
 Confirmation No: _____
 Date of Confirmation: _____
 Confirmed By: _____
 Company Stamp _____

MSIA 2024
Hosted by HKU - School of English
May 28 – June 05, 2024
Ibis Hong Kong Central & Sheung Wan Hotel Reservation Form

Guest Name (Mr / Mrs / Ms): (Surname) _____ (First Name) _____
 Share Guest if any (Mr / Mrs / Ms) _____ (Nationality) _____
 Telephone No. _____ Fax _____
 E-mail Address _____
 Arrival Date _____ Flight No./ ETA _____
 Departure Date _____ Flight No./ ETD _____
 No. of Room(s) _____ No. of Person(s) _____

Accommodation at Ibis Hong Kong Central & Sheung Wan Hotel

- * All reservation will be subjected to hotel room availability.
- * Rates offer is valid for the stay period in between May 28 – June 05, 2024 (8 nights).
- * The special rate may be adjusted to our Best Available Rate should all rooms based on the below special rate be sold out.

Special Rate Offer – All reservation should be make and confirm on or before May 07, 2024			
Room Type	Room Rate (per room per night) (Rates including 10% service charge)		
	Option A Room Only	Option B Room inclusive of 1 daily buffet breakfast	Option C (Room inclusive of 2 daily buffet breakfast)
City View Room <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$780.00	<input type="checkbox"/> HK\$880.00	<input type="checkbox"/> HK\$980.00
Harbour View Room <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$990.00	<input type="checkbox"/> HK\$1,090.00	<input type="checkbox"/> HK\$1,190.00

- Privileges:**
- Complimentary Wi-Fi internet access
 - Free access to fitness room
 - Free local calls
 - Tea/Coffee making facilities
 - 10% discount on laundry, dry cleaning and pressing service

Confirmed and Accepted by

 (Authorized Signature)
 Guest Name:
 Date:



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Reservation Form
MSIA 2024 – HKU School of English

Guaranteed Reservation & Cancellation Policy

- Hotel room rates are inclusive of 10% service charge.**
- Kindly note that the special rate offer only applicable for booking reserved on or before May 07, 2024 and the room space is subject to the hotel's room availability confirmation.
- All reservations will only be processed with credit card details upon reservation for guarantee purpose, otherwise, the application will automatically be cancelled and rooms will be released.
- Hotel has the right to forfeit the deposit for any late cancellation. Rate is subject to change without any prior notice.

- Please email or fax back the completed form to **Ms. Ivy Lai – Group Director of Sales**
Tel: (852) 2252 2988 Fax no.: (852) 2252 2969 or E-mail: H7606-SM@accor.com
- Hotel will reply to guest at the earliest time once received the reservation form.

Please note the following hotel cancellation policy:

Cancellation must be made on or before May 14, 2024.
If the guest cancels or modifies the room after May 14, 2024, the hotel will not charge anything to the credit card provided. If received any cancellation or amendment received after the captioned date, penalty charge will be applied automatically for the whole period of stay from the guest's credit card as cancellation fee.
Should there be no-show of the booking, whole period of room charges will be imposed.
Hotel has the right to forfeit the deposit for any late cancellation.

All expenses will be placed on guest's individual account and to be settled upon guest's departure.

Reservation Guarantee:

- VISA
- MASTERCARD
- AMERICAN EXPRESS

Name of Cardholder:

Expiry Date:

Credit Card No.:

Holder's Signature:

- Telegraphic Transfer (HK\$300 Bank charges will be applied on top of room rate)
(Bank details will be provided once booking is confirmed)

Payment:

Confirmed and Accepted by

(Authorized Signature)
Guest Name:
Date: