



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

32 Renfrew Road, Kowloon Tong, Hong Kong

Reservation Tel: (852) 2301 2301

Fax: (852) 2191 9333

Email: nttbook@hkbu.edu.hk

Website: www.hkbuntt.com.hk

RESERVATION FORM

The 9th ACM International Symposium on Mobile Ad Hoc Networking and Computing (MobiHoc 2008)

Organized by City University of Hong Kong on May 26 - 30, 2008

Please ☒ tick the appropriate box and fill in with BLOCK letters.

GUEST INFORMATION

Reservation Confirmation Number: _____

Title	Last Name			First Name		
<input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.	_____			_____		
Faculty / Department / School / Office _____						
<input type="checkbox"/> BU Staff (ID Card No.: _____) <input type="checkbox"/> BU Student (ID Card No.: _____) <input type="checkbox"/> BU Alumni (ID Card No.: _____)						
<input type="checkbox"/> HKBU Referral (Name of Referee _____ Dept/Office _____)						
(Please attach a copy of the Staff / Student / Alumni I.D. Card with this Reservation Form)						
Arrival Date	DD	MM	YY	Flight No / ETA _____		
Departure Date	DD	MM	YY	Duration of Stay _____ night(s)		
Number of Rooms	Standard	Room Rate*	<input type="checkbox"/> Daily Rate:	HK\$	_____ per room per night	
	Superior	(HK\$585 per room per night)	<input type="checkbox"/> Monthly Package:	HK\$	_____ per month	
	Deluxe	(HK\$700 per room per night)	(30 consecutive nights)		X	month(s)
	Suite		<input type="checkbox"/> Fruit basket			
* all rates are exclusive of breakfast				Total Amount: HK\$ _____		
Purpose of staying at HKBU: <input type="checkbox"/> Conference <input type="checkbox"/> Meeting <input type="checkbox"/> Seminar <input type="checkbox"/> Visit <input type="checkbox"/> Workshop						
Others (please specify): _____						

CONTACT PERSON

Name	_____	Tel	_____
Department / Office	_____	Fax	_____
Email Address	_____	Signature	_____

PAYMENT METHOD

The information provided below is for room payment and booking guarantee purpose only.

For more information, please refer to the Terms and Conditions for Room Reservation.

<input type="checkbox"/> By Credit Card	
Type of Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMERICAN EXPRESS
Credit Card Number	_____ Expiry Date _____
Name of Cardholder	_____ Amount HK\$ _____
<p>"I authorize NTT International House Limited to charge from my mentioned credit card for the Total Amount listed above. I fully understand and accept the Terms and Conditions for Room Reservation. The photocopy of both sides of the above credit card is attached for the House's processing of my room booking."</p>	
Signature: _____	Date: _____
(Signature on the credit card)	
<input type="checkbox"/> By Cheque (Please make payable to "NTT International House Limited")	
<input type="checkbox"/> By Bank-in (Name and number of bank account: Hang Seng Bank 366-027522-001)	
<input type="checkbox"/> By Cash (Advance payment prior to arrival date)	

OFFICE USE

Official Receipt No.: _____	Amount of Deposit Received: HK\$ _____
<input type="checkbox"/> Supporting Documents	Handled / Checked by _____ / _____ Remarks: _____
Approved By: _____	Date: _____



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Terms and Conditions for Room Reservation

1 Check-in & Check-out arrangements

- 1.1 Check-in time is 1400 hour and check-out time is 1200 hour.
- 1.2 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.
- 1.3 Key deposit at HK\$100 per key is required upon check in and will be refunded upon check out.
- 1.4 If guest(s) require local or IDD call service, HK\$500 deposit is required upon check-in.

2 Deposit payment for confirming reservations

- 2.1 For booking of 1 to 7 rooms, one night's room rental of each room is required
- 2.2 For booking of monthly package room, one month's room rental for deposit is required.
- 2.3 For booking of 8 or above rooms, 50% of the total room night rental is required.
- 2.4 Deposit would be forfeited if no show.

3 Confirmation of room reservation

- 3.1 Reservation is only guaranteed after the receipt of the deposit. Deposit made by Company cheque must be subjected to actual clearance.
- 3.2 Upon the receipt of deposit payment, a written confirmation from the House would be issued.

4 Arrangements for room cancellation after confirmation

Deposit is non-refundable, except

- 4.1 For booking of 1 to 7 rooms, a written request sought 72 hours prior to the original arrival schedule.
- 4.2 For booking of 8 to 30 rooms, a written request sought 30 days prior to the original arrival schedule.
- 4.3 For booking of 31 rooms or above, a written request sought 45 days prior to the original arrival schedule.

5 Reduction of number of rooms being confirmed for reservation (Applicable to booking for 8 or above rooms only)

- 5.1 With a written request sought 1 working day prior to the original arrival schedule, the House would accept the request for room reduction and the arrangements are as follows:
 - 5.1.1 For booking of 8 to 10 rooms, the total reduction should not exceed 20% of the original reserved number of rooms.
 - 5.1.2 For booking of 11 or above rooms, the total reduction should not exceed 10% of the original reserved number of rooms.

6 Change of arrival schedule

- 6.1 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.
- 6.2 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.
- 6.3 The House shall apply the terms on room cancellation if the requested change is unacceptable.

7 Payment of room rental

- 7.1 Full rental payment has to be made upon check-in, and is non-refundable.