

Synthetic Biology International Conference Oct 2008
09th to 13th October 2008

Regal Oriental Hotel Reservation Form

To: REGAL ORIENTAL HOTEL
Address: 30-38 SA PO ROAD, KOWLOON CITY, KOWLOON, HONG KONG
Contact Person: MS. IRENE CHIM Tel: (852) 2132 3291 Fax: (852) 2383 0234
E-mail: roh.ados@regalhotel.com
Personal Particulars

Booking Deadline:
09th September 2008

For Official use only

Participating Event		Synthetic Biology International Conference Oct 2008	
Name as shown on passport (Mr. / Mrs. / Ms)		Surname	First Name
Mobile Number	Office Number	Fax Number	E-mail
			Country
Company Name and Address			
Arrival Date	Arrival Flight No. : Arrival Time: Departure from:	Departure Date	Departure Flight No. / Time
Airport Shuttle @HKD100 net per person one way charge to guest's own account, Total no. of pax: _____ Total HKD _____ Please indicate arrival flight details for shuttle arrangement, no seat booking will be reserved if incomplete flight details are given.			

Hotel Accommodation * All special request is subject to hotel room availability.

Room Category	Check In Date	Check Out Date	Total Room Nights	TT Bank Charges (HKD) (Applicable for TT client only)	Grand Total (HKD)
Superior Single Room – HK\$750.00+13% = HK\$847.50 net per room per night				HKD210	
Superior Double Room – HK\$850.00+13% = HK\$960.50 net per room per night					

Payment Method

Credit Card Telegraphic Transfer (TT)

Credit Card Payment

PAYMENT BY CREDIT CARD IN HKD Dollars (USD1.00 = HKD7.80)

VISA MASTER AMEX DINERS

(Please attach copies of FRONT and BACK sides of the credit card upon reservation for our further process)

I AGREE TO GUARANTEE THIS RESERVATION BY THE CREDIT CARD LISTED BELOW:

Name of cardholder: _____ Valid Till: _____

Credit Card No.: _____ Holder's Signature: _____

Please arrange the "**Grand Total Amount**" to the below bank details

Name of Bank : THE HONGKONG & SHANGHAI BANKING CORP. LTD

Bank Account Name : REGAL ORIENTAL HOTEL

Bank Address : 18 FUK LO TSUN ROAD, KOWLOON CITY, KOWLOON, HONG KONG

S.W.I.F.T. Code : HKBCHKHHHKH

Account No. : 004-808-271035-001(Hong Kong Dollars)

(Please fax us a copy of your **bank remittance advice** with **hotel guest name** written **on or before 09th September 2008**)

Remarks

- Hotel room rates are subject to 10% service charge and 3% government tax.
- Hotel rates are valid for 09 to 13 October 2008, applicable for reservations made through Hong Kong University of Science & Technology. Rooms are offered on a **first-come-first-served basis**.
- All reservations will only be processed if the required payment is settled by the deadline, otherwise, the application will automatically be cancelled and rooms will be released.
- Please fax back the completed form. Fax no.: (852) 2383 0234, Hotel will reply to guest at the earliest time once received the reservation form.
- Please note the following hotel cancellation policy cancellation fee will be imposed & charge to **GUEST** directly.

Cancellation made less than 45 days prior to arrival after confirmation is made.	One night room rate as cancellation fee
Cancellation made less than 30 days prior to arrival after confirmation is made.	Full period of stay booked will be charged as late cancellation fee.

Note: October is the peak season in Hong Kong. Rooms are in very high demand. Please reserve your accommodation at your earliest convenience.