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### 1. GUEST INFORMATION

<b>Title:</b> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr. <input type="checkbox"/> Prof.	* Please complete this sheet and return by fax or email.
<b>Last Name:</b>	<b>First Name:</b>
<b>Affiliation:</b>	
<b>Official Title:</b>	
<b>Please check the box if you are the head of delegation</b> <input type="checkbox"/>	
<b>Address:</b>	
<b>Nationality:</b>	<b>Postal/ Zip Code:</b>
<b>Phone:</b>	<b>Email:</b>

### 2. RESERVATION ※ VAT (10%) is included in the above room rate

<b>Check-in Date:</b>	<b>Check-out Date:</b>
<p>*Those who are sponsored will be provided approximately three nights with check-in on or around November 3<sup>rd</sup> and check-out on or around November 6<sup>th</sup>.</p> <p>*For executive committee members, approximately 1 extra night will be provided with check-in on November 2<sup>nd</sup>.</p>	
<b>Room Type</b>	
<b>No. of Guests:</b>	
<b>Standard:</b> <input type="checkbox"/> Double (KRW 132,000) <input type="checkbox"/> Twin (KRW 143,000)	<b>Deluxe:</b> <input type="checkbox"/> Double (KRW154,000) <input type="checkbox"/> Twin (KRW 165,000) <input type="checkbox"/> Triple (KRW 187,000)
<b>Preference:</b> <input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking <input type="checkbox"/> Additional breakfast (per person) (KRW 13,200)	
<p>*Breakfast for 1 person is already included in a room rate. *Please check the box if there is an extra person.</p>	

### 3. RESERVATIONS GUARANTEE

<b>Credit Card:</b> <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> JCB <input type="checkbox"/> Amex <input type="checkbox"/> Diners	
<b>Card No.:</b>	<b>Expiration Date:</b>
<b>Card Holder:</b>	

### 4. REMARKS

- Credit Card guarantee is required to make and maintain reservations.
- Any changes or cancellation must be made by 6 pm 1days prior to the arrival date. Otherwise, as per hotel policy, a 'No Show' charge will apply. 1 night room charge will be deducted from your guaranteed credit card per each room
- Early check-in before 6:00 AM will result in 100% of the room rate. Check-in between 6:00 AM and 9:00 AM will result in 50% of the room rate, and between 9:00 AM and 12:00 PM 20% of the room rate will be charged. (Required to mention at the time of reservation). Early check-in is available upon availability.

### 5. BENEFITS

- Luggage drop off is available at no charge.
- Complimentary use of fitness center/ free internet access (WiFi) in room & public area/  
LCD Screen TV (Satellite Broadcast) and Business Corner

### 6. TRANSPORTATION

- Transportation from Incheon or Gimpo airports to the hotel will be provided. Additional details to follow.