



Address: 38, Insadong 5-gil, Jongno-Gu, Seoul Tel: 82) 2-731-1000

Email: reservation@centermarkhotel.com Fax#: 82) 2-731-1001

Website: www.centermarkhotel.com

1. GUEST INFORMATION

Title: <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.	
Last Name:		First Name:	
Affiliation:			
Official Title:			
Please check the box if you are the head of delegation <input type="checkbox"/>			
Address:			
Nationality:		Postal/ Zip Code:	
Phone:		Email:	

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

Check-in Date:	Check-out Date:
*Those who are sponsored will be provided approximately three nights with check-in on or around November 3 rd and check-out on or around November 6 th .	
*For executive committee members, approximately 1 extra night will be provided with check-in on November 2 nd .	
Room Type ※The sponsorship covers only twin and double rooms.	
No. of Guests:	
Standard:	<input type="checkbox"/> Twin (KRW 136,500) <input type="checkbox"/> Double (KRW 136,500)
Preference: <input type="checkbox"/> Additional breakfast (per person) (KRW 16,500)	
*Breakfast for 1 person is already included in a room rate.	
*Please check the box if there is an extra person.	

3. RESERVATIONS GUARANTEE

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

4. REMARKS

- Credit Card guarantee is required to make and maintain reservations.
- Any changes or cancellation must be made by 6 pm 2days 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.