

# HOTEL RESERVATION FORM

HKU Department of Orthopedics & Traumatology  
at  
Le Meridien Cyberport  
Accommodation : 24-26 Nov 2017

I am a registered delegate for the above conference. Please reserve the following accommodation:

- SMART (Single/Double Occupancy) - City and Mountain View (Room Only) HK\$1,100 + 10% service charge per night  
 SMART (Single Occupancy) - City and Mountain View (Room with one buffet breakfast at Prompt) HK\$1,250 + 10% service charge per night  
 SMART (Double Occupancy) - City and Mountain View (Room with two buffet breakfasts at Prompt) HK\$1,400 + 10% service charge per night

**\*\* Complimentary in-room wireless Internet is included**

**\*\* Smoke Free Hotel**

Others: (please specify) \_\_\_\_\_

*Le* MERIDIEN

Mr/ Ms/ Mrs/ Dr/ Prof Family Name \_\_\_\_\_ First Name \_\_\_\_\_

Passport Number \_\_\_\_\_ Nationality \_\_\_\_\_ Date of Birth \_\_\_\_\_

Institution/ Organization \_\_\_\_\_

Job Title \_\_\_\_\_

Telephone number \_\_\_\_\_ Facsimile number \_\_\_\_\_

E-mail address \_\_\_\_\_

Business / Home Address \_\_\_\_\_

Arrival Date/Flight No./Time \_\_\_\_\_

Departure Date/Flight No/Time \_\_\_\_\_

Credit Card Type & No. \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Exp date \_\_\_\_\_

*Please advise us of any other requests:*

\* Are you a Starwood Preferred Guest member? Y/N Number \_\_\_\_\_

If not, we will automatically enroll you to be SPG.

\* I would like to reserve a hotel limousine pick up service at additional cost. Y/N Arrival pickup / Roundtrip / Return transfer

HK\$800 per car per one way and HK\$1,520 per car roundtrip

**Please fax this form DIRECTLY to our Reservations at: 852 2980 7546**

For further assistance, please contact:

Ms Wency Au - Assistant Conferences & Events Manager , Sales Department

Tel: +852 2980 7812 Fax: +852 2980 7850 e-mail: wency.au@lemeridien.com

Internet: www.lemeridien.com/hongkong

*Terms and Conditions*

- 1) The special rate is available to registered delegates of the above meeting.
- 2) All reservations must be guaranteed with a credit card.
- 3) The above special room rate is available for period 24-26 Nov 17 - 2 nights, Pre & Post dates will offer the group rate also (subject to hotel availability)
- 4) Rates are subject to 10% service charge & prevailing government tax (currently 0%) per room per night
- 5) Please make room reservation on or before 24 October 2017 to enjoy the special room rate. After that date is subject to hotel availability
- 5) Rooms are subject to hotel's availability and on first come first serve basis
- 6) 100% cancellation charge applies for any confirmed room bookings.
- 7) Penalty charge per room per night will be applied for any shorten stay or reduction of room night for any confirmed room bookings.

**Hotel Knowledgegement**

Confirmation number : \_\_\_\_\_ Confirmed by : \_\_\_\_\_ Date : \_\_\_\_\_