**Reservation Form for**

**Sustainable Development Transformation Forum**

\* Please complete and return this form to us by email (reservation.songdo@ihg.com)

**GUEST INFORMATION**

|  |
| --- |
| Title :   |
| Given Name :  | Family Name: |
| Address :  | Country :  |
| States & Postal Code : | E-mail :  |
| Phone :  |  |

**HOTEL RESERVATION**

|  |
| --- |
| Arrival Date :  |
| Departure Date :  |
| Room Type & Special Rate (all rates are including 10% Tax)\*Superior King (One King size bed)  **KRW 121,000 (with 1 Breakfast)**\*Superior Twin (Separate two semi-double size bed) **KRW 121,000 (with 1 Breakfast)** *Room Benefit: \*Complimentary daily English or Korean newspaper (upon request) \*Mineral water in room (daily 2 bottle) \*Access to Gym (2F) \*High speed internet service (wireless)* |
| Number of Guest:Additional Breakfast (rate is including 10% Tax) **KRW 19,800 (per person)** 1 person  2 person |

Remarks :

\*The room rate and benefits will be applied until the blocked rooms are available. Please reserve ASAP.

\*Duplicated reservation via Online Travel Agent (Booking.com, Hotels.com, Expedia.com and etc) will be fully charged

**RESERVATION GUARANTEE:**

|  |
| --- |
| Credit Card :       |
| Card Number:  |
| Card Holder :  | Expiry Date :  |
| \*Bank Transfer  | Account No. :  |
| Account Owner :  | Swift Code :  |
| Bank Address :  |

**BOOKING CONDITIONS**

* Normal Check-in time : from 15:00 / Check-out time: 12:00
* Early Check-in: Before 10:00-Full charge of reserved rate / between 10:00-12:00 50% charge of reserved rate / Afternoon upon availability.
* Late Check-out: Between 12:00~16:00-50% charge of reserved rate / After 6pm-Full charge of reserved rate
* Non-guaranteed reservations will be held 24 hours prior to arrival, after that the reservations will be automatically released.
* For Guaranteed reservations we would require a credit card with expiration date. In the event of late cancellation within 24 hours prior to arrival or non-arrival, a one night accommodation charge will be applied to the credit card.

**For special arrangement please contact our Reservations team as follows:**

**Reservations Department, Tel - +82 32 250 0000 or email -****reservation.songdo@ihg.com** **OR**

**Mr. Hyunsoo Doo, Sales Manager, Tel : +82 32 250 0303 or Email :** **hyunsoo.doo1@ihg.com**