

Hague Conference on Private International Law

17 to 21 April 2018

HAG170418

Island Shangri-La, Hong Kong - Room Reservation Form

Please return by Thursday, 18 January 2018 to Gloria Cheung, Events Executive

Tel: 852 - 28208529 or Fax: 852 25371720 or E-mail: gloriakw.cheung@shangri-la.com

Salutation			
Family Name		First Name	
Check-in Date (DD/MM/YY)		Check-out Date (DD/MM/YY)	
Arrival Flight	ETA	Departure Flight	ETD
Title		Company	
Golden Circle Membership Number			
Tel / Fax		E-mail	

To enjoy the Shangri-La Express Check-in Programme, please complete the following information:

(Please present your business card upon check-in)

Passport No.	Nationality	Date of Birth

Hotel Limousine Service (HK\$970 net per car per journey)

- Not Required
 Round Trip
 Airport to Hotel
 Hotel to Airport

Head towards **EXIT B** of the Airport arrival hall and walk directly to the Shangri-La Hotels and Resorts transportation counter at booth B08. The contact number is (852) 2261 2121.

Room Requirement (only a limited room block is reserved, bookings are processed on a first-come-first-served basis)

No. of Rooms Required	Room Category	Room Only	Room with Breakfast
		Single / Double	Single / Double
	Deluxe Peak View Room	HK\$2,800	HK\$3,070 / HK\$3,340
	Deluxe Harbour View Room	HK\$3,200	HK\$3,470 / HK\$3,740

Remarks:

- 1) The above room rate(s) is/are subject to a 10% service charge per room per night.
- 2) Any cancellation or amendment must be made minimum 21 days prior to the check-in date.
- 3) For no show, cancellation, amendment in term of early departure or late arrival made within 21 days prior to the arrival. All cancelled room nights at daily room rate will be charged as penalty to credit card provided at the time of reservation.

Special Request *	<input type="radio"/> King bed <input type="radio"/> Twin bed <input type="radio"/> Smoking <input type="radio"/> Non-smoking
	<input type="radio"/> Extra bed (additional daily charge of HK\$600 plus 10% service charge)
	Others

*** Subject to availability**

Check-In / Check-Out Times

- 1) Check-in time is from 14:00 hrs on the day of arrival. Delegate who wishes to occupy guest room before 14:00 hrs must reserve the guest room for a night prior to the arrival date.
- 2) Check-out time is by 12:00 hrs on the day of departure. Delegate who checks out after the official check out time of 12:00 hrs shall be charged for additional night under the Daily Room Rate.

Room Reservation Guarantee (reservation cannot be made without the following information)

Credit Card Type	
Credit Card No.	Expiry Date
Credit Card Holder's Print Name	
Credit Card Holder's Signature	Date

****Should you wish to settle the room payment in advance, kindly contact us via e-mail or fax to obtain more information.**

Hotel confirmation will be sent to the e-mail address above.