

Royal Plaza Hotel was established in 1997 and is wholly owned and managed by Sun Hung Kai Properties Limited. It is directly linked to one of the largest shopping centers in Hong Kong and within short distance from local attractions. The Hotel also provides complimentary shuttle bus to and from Tsim Sha Tsui. Hotel Website: (www.royalplaza.com.hk)

RESERVATION REQUEST FORM

2012 International Conference on ICT in Teaching and Learning
Organized by The Open University of Hong Kong
(Validity: 3-7 July, 2012)

Name(s): 1) Dr/Prof/Mr/Ms/Mrs (First name) _____ (Last name) _____
2) Dr/Prof/Mr/Ms/Mrs (First name) _____ (Last name) _____
Contact No(s): 1) (Tel) _____ (Fax) _____ (Email) _____
2) (Tel) _____ (Fax) _____ (Email) _____

Arrival Date		Arrival Flight/Time	
Departure Date		Departure Flight/Time	

Please put a "✓" in the appropriate box of your selection.

Room type (Including complimentary daily in-room broadband internet access for one registered computer)	*Daily Room Rate (HK\$) - Subject to 10% Service Charge		
	Room only	Room with buffet breakfast	
	Single / Double Occupancy	Single Occupancy	Double Occupancy
❖ Superior Room	\$980.00 <input type="checkbox"/>	\$1,080.00 <input type="checkbox"/>	\$1,180.00 <input type="checkbox"/>

Special Request (if any)	<input type="checkbox"/> Double Bed <input type="checkbox"/> Twin Bed <input type="checkbox"/> Non-Smoking <input type="checkbox"/> Smoking
Transportation (Advance reservation for airport transportation is required, and the rate is subject to change without prior notice. Airport Shuttle arrangement is provided based on a fixed time schedule.)	<ul style="list-style-type: none"> ◆ Hotel Limousine (maximum 3 persons per car) <ul style="list-style-type: none"> <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$650 per car one way) ◆ Airport Shuttle <ul style="list-style-type: none"> <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$160 per person one way)
Booking Guaranteed By:	<input type="checkbox"/> Amex <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Diners
Credit Card No.	Expiry Date (mm/yy)
Name of Card Holder	

Signature: _____ Date: _____

Remarks:

1. Reservation request form must be submitted to Royal Plaza Hotel **on or before 21 May, 2012**. All reservation requests are subject to hotel confirmation.
2. All bookings must be guaranteed by a valid credit card of one night room charge. One night room charge will be applied if cancellation cannot be notified by writing to the hotel **on or before 01 June, 2012**.
3. A Reservation Confirmation will be submitted to sender within 48-hour after receipt of completed Reservation Request Form. Reservation will not be valid without Reservation Confirmation of Royal Plaza Hotel.
4. Reservation outside the above valid period is subject to the prevailing rate and hotel availability.
5. Royal Plaza Hotel reserves the right of final decision in case of any disputes.

HOTEL USE ONLY

CONFIRMED WAITING LIST NOT CONFIRMED

By _____ Remarks: _____ Date _____