

**RESERVATION REQUEST FORM**

**Booking Deadline:**

**Oct 31, 2015**

**APSIPA 2015 – Dec 16 – 19, 2015**

(Validity: Dec 15 – 20, 2015)

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 Complimentary Wi-Fi internet access with UNLIMITED devices	*Daily Room Rate (HK\$) – subject to 10% Service Charge		
	Room only	Room with buffet breakfast	
Plaza Deluxe	Single / Double Occupancy	Single Occupancy	Double Occupancy
One King - sized bed	<input type="checkbox"/> \$1250.00 on Dec 15 – 17 <input type="checkbox"/> \$1350.00 on Dec 18 – 19	<input type="checkbox"/> \$1350.00 on Dec 15 – 17 <input type="checkbox"/> \$1450.00 on Dec 18 – 19	<input type="checkbox"/> \$1450.00 on Dec 15 – 17 <input type="checkbox"/> \$1550.00 on Dec 18 – 19
Plaza Deluxe Family	<input type="checkbox"/> \$1250.00 on Dec 15 – 17		<input type="checkbox"/> \$1450.00 on Dec 15 – 17
Two Queen - sized beds	<input type="checkbox"/> \$1350.00 on Dec 18 – 19		<input type="checkbox"/> \$1550.00 on Dec 18 – 19
Special Request (if any)			
Transportation <i>(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.)</i>	<input checked="" type="checkbox"/> Hotel Limousine (maximum 3 persons per car) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$750 per car one way) <input checked="" type="checkbox"/> Airport Shuttle <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$160 per person one way) <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> Diners		
Booking Guaranteed By:	* Please provide a copy of credit card with Front & Back*		
Credit Card No.	Expiry Date (mm/yy)		
Name of Card Holder			

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

- Reservation request form must be submitted to Royal Plaza Hotel **on or before Oct 31, 2015**. All reservation requests are subject to hotel confirmation.
- 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 Nov 15, 2015**.
- 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.
- Reservation outside the above valid period is subject to the prevailing rate and hotel availability.
- 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 \_\_\_\_\_