# Accommodation Application Procedures

## General Information

iHotel LLC has been appointed as the official online travel agent for the "2017 JCI ASPAC for Participants" and will handle hotel accommodations. iHotel has reserved a sufficient number of rooms at the following hotels for the participants during the "2017 JCI ASPAC for Participants" period.

Hotel assignment will be made on a first-come, first-served basis.

- Room rates are valid for the stay from 08-11 June, 2017.
- Room rates are **per room, per night, including breakfast, VAT (10%), Wi-Fi, internet, service charge and city tax (1%).**
- Please be reminded that your accommodation fee remains the same even you do not need breakfast.
- No Tour Leaders will meet guests at the airport. All guests are required to make own arrangements or tak take the shuttle bus provided by organizer to the hotel.

## Payment Procedure

In order to confirm a hotel reservation, first night room price within 7 days since hotel reservation. And 40% of residual payment is required before 01 April 2017. By **17 April 2017**, payment must be fully done (60% of residual payment).

The due date for the payment is **17 April 2017**. Please note that payments will not be accepted after this date and your reservation automatically cancelled after 2 reminder emails.

Payments must be wire transfered to iHotel LLC bank account. All fees must be paid in US Dollars.

1. **For SWIFT (bank transaction), banking information**

| Banking information: | |
|---|---|
| Bank name: | Golomt Bank |
| Bank address: | Golomt Bank of Mongolia, Sukhbaatar square-3, Floor 3, 11720A, Ulaanbaatar, Mongolia |
| Beneficiary name: | iHotel LLC |
| Beneficiary Address: | National Information Technology park, room 206, Baga toiruu-206, 210646, Ulaanbaatar, Mongolia |
| SWIFT: | GLMTMNUB |
| Bank Account: | 1415101077 |

### 2. For credit cardholders

You can verify your reservations with credit card. For your safety, we will send pre-authorization form to your registered email.

## Confirmation

Your reservation will be completed upon receipt of your on-line accommodation information and verifying the payment of the deposit.

Within 14 days since hotel reservation group leader have to send chart file that includes guest names, passport number, room types, check-in, check-out date.

Once you have completed the above steps, iHotel LLC will send you confirmation mail to your registered email.

Please bring it with you upon check-in at the hotel.

## Cancellation / Modification / No Show

- In case of cancellation, your deposit will be refunded after deducting the cancellation fees as shown below.
- iHotel shall make the corresponding refund within the 7th day from the next day of cancellation, when effecting refund before group departure.
- Please modify and/or cancel your reservation send detailed email.
- Modification will be accept based on hotel availability.
- No shows will not refund.
- Cancellation fee when notice is given:

| | |
|---|---|
| 90 or more days prior to the first night of stay<br>(Before 10 March) | No charge (except bank transfer commission 4%) |
| 89 to 75 days prior to the first night of stay<br>(11 to 25 March) | 25% of total room rate |
| 74 to 60 days prior to the first night of stay<br>(26 March to 09 April) | 50% of total room rate |
| 59 to 45 days prior to the first night of stay<br>(10 to 24 April) | 75% of total room rate |
| 44 to 31 days prior to the first night of stay<br>(25 April to 08 May) | 90% of total room rate |
| 30 days prior to the first night of stay<br>(After 09 May) | 100% of total room rate |

# Deadline for Accommodation

The deadline for reservations on this site is 23:59 of 4 June, 2017, Ulaanbaatar Standard Time (GMT+8).

(Please note that reservations cannot be made after all the accommodations have reached the set number even if it is before the deadline.)

# Additional provisions

Room rates included city tax (1%), service fee (5%), VAT (10%), breakfast and internet fee. Any additional charges like minibar, hotel suggested services are not included in room rate. Please note that guest will pay additional charges.

If guests want to make hotel reservation extended days, guests must first notify organizers. Organizers will inform hotel availabilities.

# Inquiries for Accommodation

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|---|---|
| Alimaa  M<br>**www.iHotel.mn**<br>**(National Information Technology Park Ulaanbaatar- 210646, District Sukhbaatar, Baga toiruu-49)** | Phone number +976 96069919<br>E-mail: aspac@ihotel.mn<br>Office Hours:  09:00-18:00 (weekdays) |

# Inquires for Payment

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|---|---|
| Zolsaikhan B<br>**www.iHotel.mn**<br>**(National Information Technology Park Ulaanbaatar- 210646, District Sukhbaatar, Baga toiruu-49)** | Phone number +976 99066350<br>E-mail: aspac@ihotel.mn<br>Office Hours: 9:30-17:00 (weekdays only) |