

Courtyard Taipei
Hotel Accommodation Reservation Card
Academia Sinica for IEEE PRDC Group
Monday, 03 December 2018 – Saturday, 08 December 2018

Reservations can be made by completing this form and returning it by fax to **Reservations Department, Tel: 886 2 6615 6560, Fax: 886 2 2171 6563** or email: cy.reservation@courtyardtaipei.com by the deadline of **Monday, 26 November 2018**. All reservations at the special group rate are confirmed at the time of booking subject to availability, advance booking is recommended. Courtyard Taipei will send a written confirmation upon receipt of this completed form. Courtyard Taipei is built on top of the Nangang Metro, High Speed Rail and Taipei Train Station, making it quick and simple to travel around Taipei City being just four stops away from Taipei's landmark 101

Name	<u>Mr / Ms / Mrs</u> (Circle one)		Last / Family Name		First Name	
Title			Company			
Telephone			Facsimile			
	Country code/ Area code/ Tel#				Country code/ Area code/ Tel#	
Email Address						
Arrival Date			Departure Date			

ROOM PREFERENCE:

1 Deluxe King Bed [13pin/43 sqm] ☐ **Single Occupancy/NT\$5,600net** ☐ **Double Occupancy/ NT\$6,200net**

Terms & Condition:

- Above room rates are inclusive of 15.5% service charge and government tax per room per night.
- The above room rates are inclusive of basic wireless internet connection and American buffet breakfast at one for single occupancy and two for double occupancy, served at Sunrise (7th Floor). Additional breakfast is available at Sunrise where International Buffet Breakfast is served, priced at NT\$600 plus 10% service charge per person per day.
- Room preference requirement is subject to room availability upon check-in.
- Cancellations, no shows or shorten stay received after **7 days** prior to arrival date at 18:00 will result one night's room charge as penalty.
- Kindly noted that hotel official check-in time is 15:00 and check-out time is 12:00 noon.
- Effective 11 January 2009, hotel will comply with government's anti-smoking law. All rooms will be NON-Smoking in the Hotel.

TAIPEI TAOYUAN INT'L AIRPORT TRANSPORT SERVICES: (Rate is subject to change without further notice)

- [] Guest own arrangement.
[] Limousine at NT\$2,800net per car per trip from Taipei Taoyuan International Airport to the hotel.

Arrival Flight/Time: _____ Departure Flight/Time: _____

I will guarantee my reservation with: (please be advised that reservation will only be confirmed given the following information.)

[] VISA [] Master Card [] American Express [] JCB [] Diners Club

Credit Card No. _____ Expiration Date _____

Signature _____ Date _____

FOR HOTEL USE ONLY

CONFIRMATION ROOM TYPE: _____

REMARK: _____

CONFIRMATION #: _____

CONFIRMED BY: _____

DATE: _____