

### **Reservation Form**

Novotel Citygate Hong Kong is only 5 minutes from Airport with free shuttle service. Direct access to MTR station, Citygate Outlets and Ngong Ping Cable Car. Close Proximity to Asia World-Expo and Hong Kong Disneyland.

**\*\*Reservation should be made on or before 22 September 2018\*\***

#### **Asian Society of Veterinary Ophthalmology Meeting, Hong Kong 8 – 9 November 2018**

Guest Name:	(First name)	(Last name)	Mr./ Ms/ Miss/ Mrs.
Arrival Date		Flight:	ETA:
Departure Date		Flight:	ETA:
Tel No:		Fax No:	Email:
Room Type Reserved:	Standard Room at HKD1,100 + 10 % service charge per room per night (Room Only)		
Benefits:	<ul style="list-style-type: none"> <li>Free In-room internet access</li> <li>Complimentary in-room coffee/ tea making facilities</li> <li>Free scheduled shuttle services to &amp; from Hotel, Hong Kong International Airport</li> <li>Free admission to gymnasium and swimming pool</li> </ul>		
Room Preference	<input type="checkbox"/> Queen Bed <input type="checkbox"/> Twin Bed <i>**subject to Hotel's availability upon booking</i> <input type="checkbox"/> Non-Smoking Room <input type="checkbox"/> Smoking Room		
<b>I agree to guarantee this reservation by the credit card listed below:</b> <input type="checkbox"/> American Express <input type="checkbox"/> Visa <input type="checkbox"/> Master <input type="checkbox"/> JCB Card Holder: _____ Expiry Date: _____ Card Number: _____ Signature: _____ (I declare that the information provided in this form is true and accurate.)			
<b>Terms and Conditions</b> <ul style="list-style-type: none"> <li>The above room rate is applicable for the period 7 – 10 November 2018 (3 nights).</li> <li>Hotel will send the confirmation no. to individual guest upon the receipt of the reservation requests. The final bedding assignment will be subject to hotel's availability.</li> <li>All reservations are required to be guaranteed by a valid credit card upon submitting this reservation form. Room rental for full stay will be authorized from given credit card as required to confirm the booking.</li> <li>All reservations are required to be made on or before 22 September 2018, reservations made after 22 September 2018 will be on request only.</li> <li>Any cancellation made after 22 September 2018 will be subject to room rental charge for the full stay; the charge will be levied to individual guest's credit card.</li> <li>Should a guest does not check-in on the day of due arrival, the booking will be released accordingly and room rental for the entire stay will be levied to individual guest's credit card.</li> <li>All expenses are responsible by individual guests and required to be settled by cash or credit card upon departure.</li> <li>The above information must be completed fully and fax to <b>(852) 2109 9177</b> or email to <b>H6239-RE1@accor.com</b> for reservation process.</li> <li>Check-in from 14:00hr and check-out before 12:00hr.</li> </ul>			
<b>FOR HOTEL USE ONLY</b>			
Confirmation No:	Confirmed by:	Date:	