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**"Media for All 11 International Conference 2025"  
School of Chinese, The University of Hong Kong  
ibis Hong Kong Central & Sheung Wan Hotel - Reservation Form (May 25 – June 02, 2025)**

<b>Guest name:</b>	Last name:	<b>Title:</b>	Mr. / Ms. / Mrs.
	First name:		(*Please circle the option)
<b>Sharing guest: (if any)</b>	Last name:	<b>Title: (if any)</b>	Mr. / Ms. / Mrs.
	First name:		(*Please circle the option)
<b>Telephone no.:</b>		<b>Nationality:</b>	
<b>Email address:</b>		<b>Aged 18 or above:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Arrival date:</b>		<b>Flight number (if any):</b>	
<b>Departure date:</b>		<b>Flight number (if any):</b>	
<b>No. of room(s):</b>		<b>No. of guest(s):</b>	

**Accommodation at ibis Hong Kong Central & Sheung Wan Hotel**

All reservation will be subjected to hotel room availability.

Rates offer is valid for the stay period in between May 25 – June 02, 2025.

The special rate may be adjusted to our Best Available Rate should all rooms based on the below special rate be sold out.

**OFFER 1: Early Bird Offer – All reservation should be made and confirm on or before April 10, 2025**

Room type	Room rates including 10% service charge and prevailing hotel accommodation tax (if any) per room per night		
	Room only rate	Room rate inclusive of 1 daily buffet breakfast	Room rate inclusive of 2 daily buffet breakfasts
<b>City View Room</b> <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$650 per night	<input type="checkbox"/> HK\$750 per night	<input type="checkbox"/> HK\$850 per night
<b>Harbour View Room</b> <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$860 per night	<input type="checkbox"/> HK\$960 per night	<input type="checkbox"/> HK\$1,060 per night

**OFFER 2: Special Rate Offer – All reservation should be made and confirm from April 11 – May 02, 2025**

Room type	Room rates including 10% service charge and prevailing hotel accommodation tax (if any) per room per night		
	Room only rate	Room rate inclusive of 1 daily buffet breakfast	Room rate inclusive of 2 daily buffet breakfasts
<b>City View Room</b> <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$730 per night	<input type="checkbox"/> HK\$830 per night	<input type="checkbox"/> HK\$930 per night
<b>Harbour View Room</b> <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$940 per night	<input type="checkbox"/> HK\$1,040 per night	<input type="checkbox"/> HK\$1,140 per night

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\_\_\_\_\_  
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**PRIVILEGES**

- Complimentary Local Calls and Wi-Fi internet access
- Free access to Fitness Room
- Tea/Coffee making facilities
- 10% discount on laundry, dry cleaning and pressing service
- 30% discount from A la carte menu at LE BAR

**TERMS & CONDITIONS**

1. No cooking is allowed inside the room.
2. Guarantee of the whole period of stay is required.
3. Settle 100% of room payment is required upon the guest's arrival.
4. A valid credit card imprint is required upon check-in to guarantee the remaining room balance and incidental expenses during the stay, the payment will be charged on guests own account and is required to be settled by credit card or cash upon departure.
5. Shorten of stay after check in will be charged as per original period of booking; deposit payments are **non-refundable and non-transferable**. Extension of stay will be subject to availability. Please note that the Hotel reserves the right to adjust the room rate and/or to reassign room configuration for any request for extension of stay beyond the contracted check-out date.
6. All privileges cannot be accumulated nor exchanged for cash or other privileges.
7. All rates are applicable to single and double occupancy.
8. Tenants must be at least 18 years old when checking in or be accompanied by someone over 18 years old.
9. In case of any disputes, the decision of the Hotel shall be final.

**OTHERS**

1. Check-in time form 14:00 hours and check-out time is 12:00 hours.
2. Hotel reserves the right to change the guestroom under the following conditions:
  - a. Due to renovations of the guestroom or facilities within close proximity.
  - b. For pest control, painting or any other repair works conducts in/close by the guestroom.
3. Guest should comply with all city or/and government ordinances.
4. Guest agrees to comply with all applicable rules and regulations adopted by the Hotel.
5. Guest agrees to keep premises and furnishings in good order and condition. On termination of this lease to surrender them to the Hotel in as good condition as the commencement of the lease. Reasonable wear and tear is expected. No additional fixture/furniture without Hotel management's approval will be permitted.

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\_\_\_\_\_  
(Authorized signature)

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Date:



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**GUARANTEED RESERVATION & CANCELLATION POLICY**

1. Kindly note that the **Offer 1** - Early Bird Discount is only applicable for booking reserved **on or before April 10, 2025 (Thursday)** and the **Offer 2** – Special Rate is the only application for booking reserved **on or before May 02, 2025 (Friday)** and the room space is subject to the hotel's room availability confirmation.
2. All reservations will only be processed with credit card details upon reservation for guarantee purpose, otherwise, the application will automatically be cancelled and rooms will be released.
3. The above rate offers and supply are subject to Hotel's availability. Rate is subject to change without any prior notice.

**Please note the following hotel cancellation policy:**

1. Cancellation must be made **on or before 7 days prior to the date of arrival.**
2. If the guest cancels or modifies the room up to 7 days prior to the date of arrival, the hotel will not charge anything to the credit card provided. If received any cancellation or amendment received after the captioned date, penalty charge will be applied automatically for the 1st night from the guest's credit card as a late cancellation fee.
3. Should there be no-show of the booking, the **room charge for 1st night** will be imposed.
4. Hotel has the right to forfeit the deposit for any late cancellation.

**Please guarantee the reservation by following method:**

Credit card type: <i>(Please tick the box)</i>	<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
Credit card number:	
Name of cardholder:	
Expiry date (MM/YY):	
Holder's signature:	

**Please email or fax back the completed form to Mr. Angus Leung – Sales Executive Tel: (852) 2252 2989.**

- Email address: [H7606-SM2@accor.com](mailto:H7606-SM2@accor.com)
- Fax number: (852) 2252 2969

**Hotel will reply to guest at the earliest time once received the reservation form.**

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(Authorized signature)  
Guest name:  
Date: