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| **Hotel Reservation Form: SHILLA STAY YEOKSAM** |

Please complete this form and return it directly by fax or email to us **no later than May 1, 2018.**

Reservation Office for Reservation **- Phone:** +82-2-2230-0700 **Fax:** +82-2-2230-0725 **Email:** yeoksam@shillastay.com

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| **A. Participant Information** \*Please type or print clearly | | | | | | |
| **Title**  🞏 Mr. 🞏 Ms. 🞏 Dr. 🞏 Prof. | | | | | | |
| **First Name** | | | | **Last Name** | | |
| **[Only Korean] 국문 성명** | | | | **국문 소속** | | |
| **Affiliation** | | | | **Country** | | |
| **E-mail** | | **Tel** | | | **Fax** | |
| Check-in | Date: | Check-out | Date: | | No. of Nights |  |
| Time: | Time: | | No. of Rooms |  |

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| **B. Accompanying Person** |  |  |
| First Name | Last Name | 🞏 Mr. / 🞏 Ms. |

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| **C. Room Rates** | | | | | | |
| **Class** | **Hotel** | **Room Type** | | | | **Distance to Venue** |
| **Deluxe Double** | **Deluxe Twin** | **Standard Double** | **Standard Twin** |
| ★★★★ | SHILLA STAY | 🞏 KRW 180,000 | 🞏 KRW 180,000 | 🞏 KRW 160,000 | 🞏 KRW 160,000 | 2.47km  (5-10min. by bus) |
| ***\*Note***  1. The room rates are fixed in Korean Won.  2. Hotel will directly send you the confirmation for your room reservation.  **3. Double occupancy charge: NO**  **\* Breakfast rate per person is KRW 23,000 (Subject to total 10% tax).**  **\* Standard Room rates are breakfast exclusive.**  **\* All of the above room & breakfast rates are subject to total 10% tax.**  **\* Shuttle bus sending services: running once per day from the hotel to Coex (morning time)**  **\* Complimentary high speed internet access included.**  4. Check-in time is 14:00 & Check-out is 12:00. Rooms may not be guaranteed for early arrival unless pre-registered from the previous evening. Also late check-outs are subject to availability, a 50% discount off the above rate will apply if guest check out before 18:00 and after 12:00 | | | | | | |
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| **D. Payment Information**  **In order to guarantee your room reservation, your credit card information must be provided.**  Card Type:  Visa  Master  Diners  JCB  Others ( )  Card No.:  Expiration Date: / (mm/yy)  Cardholder’s Name: Cardholder’s Signature:  **Shill Stay Bank Transfer Info (Sender’s Name: )**  **ㆍ Name of bank: Korea Woori Bank (한국우리은행)**  **ㆍ Branch Name : Samsung Banking Center**  **ㆍ Bank Swift Code : HVBKKRSEXXX**  **ㆍ Bank Address : 55,Sejong-daero, Jung-gu, Seoul**  **ㆍ Account Number: 1005 202 514244**  **ㆍ Beneficiary Name: SHILLA STAY CO., LTD** | | | | | | |
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| **E. Cancellation Policy**  1. Any change or cancellation should be informed by e-mail or fax to contact person directly as below.  2. Cancellation and Full Refund is available by 3 days before guest arrival. (All policies are based on hotel time.)  If guest fail to change or cancel before applied time on the policy, one-night penalty charge will be applied. | | | | | | |

**F. Please complete this form and return it directly to hotel by fax or e-mail.**

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| **Hotel** | **Contact person** | **Tel.** | **Fax** | **E-mail** |
| SHILLA STAY | Central Reservation Office | +82-2-2230-0700 | +82-2-2230-0725 | yeoksam@shillastay.com |