

Please send this reservation form to:
 Reservations Department
 Tel: (852) 2822-8828
 Fax (852) 2845-0882
 E-mail: reservations@conrad.com.hk



RESERVATION FORM
Institute of International Education
US Higher Education Fair in October 2008

Last Name		Given Name			Title	
Hilton HHonors#		Frequent Flyer Program:				
		Frequent Flyer Number:				
Job Title/Dept.						
Company						
Country						
Contact details		Tel No.		Fax No.		
Email address:						
Arrival Date	Flight No.	Time	Departure Date	Flight No.	Time	
<i>Airport Transfers (If airport transfer is required.)</i>						
Hotel limousine airport transfer is charged at HK\$750 per car per way.						
Arrival (Y/N)		Departure (Y/N)				
- Airport pick up service: After passing through immigration, please collect your bags and clear customs at Exit B. Our airport representatives will be on duty in the Meeters and Greeters Hall at counter B 06 and will assist you to your transport arrangements.						
* A no-show or cancellation charge will apply for changes made within 12 hours prior to arrival.						
Accommodation: (Room is normally available after 2:00pm for check-in and check-out time is 12:00 noon.)						
One (1) Deluxe Mountain View Room at HK\$3,100 (Room only)						
The above rate is subject to 10% service charge and 3% government tax per room per night						
Reservations must be received by hotel before 9 September 2008. Please note special rate will be offered subject to availability upon receipt of request of booking.						
Smoking / Non-Smoking		King-bed / Twin-bed				
Credit card details to guarantee the reservation#		Type of Credit Card:				
Signature:		Credit Card #				
		Expiry Date (MM/YY):				
One night room charge plus applicable tax and service charge will apply if no show on arrival day or booking is cancelled less than 14 days prior to arrival.						

Hilton HHonors members are entitled to earn both hotel points and airline miles. To enroll, please visit www.hiltonhhonors.com.

For hotel use only

Group Code: INS1010 Date: _____

Confirmed by: _____ Confirmation Number: _____

Comments: _____