

Please complete and return to Le Royal Meridien Shanghai  
Reservations Department  
By 22 Sep, 2009 Latest  
Tel: +86-21-33189999 - 8999, Fax no:+86-21-63602155  
e-mail: reservations.shanghai@lemeridien.com

Please make the following reservation and send confirmation by return.

**Le Royal Meridien Shanghai Hotel (Conference Venue)**

Check in \_\_\_\_\_ Sep, 2009 Flight \_\_\_\_\_ Time \_\_\_\_\_  
Check out \_\_\_\_\_ Sep, 2009 Flight \_\_\_\_\_ Time \_\_\_\_\_  
Total no. of night \_\_\_\_\_

Deluxe Room RMB750.00net Per Room Per Night

\* Room rate is inclusive of 15% service charge per room per night

\* The above room rate is inclusive of one breakfast.

\* Double occupancy with additional breakfast at RMB150.00 net per person per night.

\* Hotel room reservations are subject to hotel room availability.

Name of Person sharing room \_\_\_\_\_

Reservations are guaranteed against a credit card. Room will not be secured for non-guaranteed booking.

**TRANSPORTATION**

Arrival Transfer: YES NO Departure Transfer : YES NO  
If yes, please tick : Audi A6: RMB680 net per car per way Buick Van : RMB800 net per car per way

**CLIENT INFORMATION**

Last Name \_\_\_\_\_ Given Name \_\_\_\_\_ Title \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**HOTEL BOOKING CONDITIONS**

1. Hotel reservation, amendments or cancellations must be made to the Hotel only by fax to benefit from IIE Special Rate.
2. Rooms will be allocated on "first come, first serve" basis through a faxed or emailed copy of the reservation booking form. Hotel will reply to you the confirmation by fax or email upon received of your booking form.
3. Reservation will only be accepted using the official accommodation booking form.
4. The booking application form must be accompanied by credit card information and signature to guarantee reservation.

**IMPORTANT NOTE:**

**Rooms Cancellation:**

Written cancellation received less than 6 days prior to expected arrival day, one night will be charged as cancellation.

**No Show:**

Any rooms no show on expected arrival day will be subject to a cancellation charge equivalent to the full length of stay. Such charges will be charged to the credit card given by individual guest.

Visa  Mastercard  American Express  Diners Club

CREDIT CARD NUMBER \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_  
NAME OF CARDHOLDER (PRINT) \_\_\_\_\_

**I AGREE FOR MY CARD TO BE CHARGED THE CANCELLATION FEES AS PER THE CANCELLATION POLICY IMPOSED BY THE LE ROYAL MERIDIEN SHANGHAI HOTEL.**

SIGNATURE: \_\_\_\_\_

Full payment to be made on check-out from hotel.