



Reservation Due Date
25 May 2017

HOTEL RESERVATION FORM

eLearning Forum Asia 2017 (eLFA2017) on 15 – 17 June 2017

*The Hong Kong Polytechnic University – Department of Applied Social Science
(APSS) Attn: Harbour Plaza Metropolis – Cyrus Lok (Sales Co-ordinator)*

Fax: (852) 3160-6988 Tel: (852) 3160-6895 Email: cyrusl@harbour-plaza.com

Harbour Plaza Metropolis, 821 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has six outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.

Please fill in BLOCK LETTERS:

Name: Prof/Dr/ Mr/Ms (First name) _____ (Last name) _____

Prof/Dr/ Mr/Ms (First name) _____ (Last name) _____

Contact No. : (Tel) _____ (Email) _____

Number of Rooms: _____ **Superior Room on Standard Floor** at HK\$850 per room per night

Privileges: Complimentary in-room wireless internet access for 2 IP Users per room
Welcome fruit upon arrival
Complimentary 2 bottles of distilled water (each 430ml) with daily replenishment
In-room coffee and tea making facilities
Free use of gym, sauna, outdoor swimming pool and Jacuzzi

Supplement: () Daily buffet breakfast served at The Promenade – HK\$100 per person per meal

All of the above rates are **subject to 10% service charge and prevailing government tax (if any)*

Special Request: Queen Size Bed Two Single Beds Non-smoking Smoking

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

Airports Transportation Services are available. Please contact us for more details if required

All Reservation Must Be Guaranteed By a Credit Card to Secure Room Space: Visa Master

Name on Credit Card: _____ Card No. : _____ Expiry Date: _____

Date of Application: _____ Signature: _____

IMPORTANT NOTES:

1. In case of any cancellation of room reservation made less than *21 days* prior to your expected arrival, one night room charge will be debited on your given credit card as penalty directly.
2. In case of any amendment or cancellation of room reservation made less than *14 days* prior to your expected arrival or no-show, 100% expected whole period of room charges will be debited on your given credit card as penalty directly.
3. Payment Method: All guests must settle all payments by cash or credit card upon departure.
4. Rates are **on a first-come-first-served basis**, applicable on **2 days pre and post of this event** and subject to hotel's availability.

****HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS****