

**HOTEL RESERVATION FORM**

We encourage the use of **on-line reservation** on the official website (convention07@kimstravel.com). If using this off-line reservation form, **please print or type clearly in block letters** and return the completed form to the housing bureau.

Upon receipt of the completed form with the appropriate payment, a confirmation letter will be sent via e-mail.

**Official Housing Bureau** Fax: +82-2-571-9921, E-mail: convention07@kimstravel.com

Kim's Travel Service Co., Ltd 4F, 2728 Nambusunwhan-ro, Gangnam-gu, Seoul, Korea

**1. PARTICIPANT INFORMATION** (Fields marked with asterisk \* are optional)

|  |  |  |  |
| --- | --- | --- | --- |
| Title: | 🞏Mr.🞏Ms. 🞏 Prof. 🞏 Dr. 🞏 Other | Gender:  | 🞏Male 🞏 Female |
| **First(Given) name**: | Exactly match as in your passport | **Last(Family) name**: |  |
| Korean name: |  | (For Koreans only) | Job title/Position: |  |
| Affiliation  |  |  |
| Nationality: |  | Tel: |  | Fax: |
| **E-mail**: |  |  |  |

**2. GUEST INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Check-in Date (dd/mm)** | , 2018 | **Check-out Date (dd/mm)** | , 2018 |
| **No. of Nights** |  | **No. of Rooms** |  Room(s) |
| **Guest Name** |  | ※ If a guest is different from the participant indicated above |
| **Bed Type**  | 🞏Single 🞏Double(1 bed)🞏Twin (2 separated beds) |
| **Breakfast**  |  |  |
| **Accompanying Person’s Name** |  | ※ I will share my room with this person |
| **Special Request** |  | ※ e.g. non-smoking room |

**General Announcement**

* Hotel Reservation Deadline: **25 June (Mon.), 2018**, after this date any request cannot be guaranteed.
* Reservations are made on a first come first served basis.
* All rates below are inclusive of TAX & SVC.
* **Hotel Check-in & out Time**

**-***Oakwood Premier Incheon, Orakai Songdo Park Hotel*

 : Check-in from 15:00, Check-out by 11:00

**-***Sheraton Grand Incheon Hotel, The Central Park Hotel Songdo, Holiday Inn Incheon, Ramada Songdo*

 : Check-in from 15:00, Check-out by 12:00

* Early check-in (before 15:00) & late check-out (after 11:00) depends on room’s availability and additional charge for early check-in and late check-out will be applied as personal bill.
* The hotel list, room rates, rating are subject to change due to the local conditions.
* When checking in, please let the hotel staff know if you will have breakfast and you are a ICMAP participants.

 ※ Note: Breakfast should be paid by you. **3. HOTEL & ROOM TYPE** (Please check the appropriate box and fill in the blanks below.)

1) Oakwood Premier Incheon will be charged extra KRW 30,250 on weekend (Fri., Sat.).

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| **No.** | **Hotel Name** | **Room Type** | **Room Rate (KRW)** | **Breakfast /person** | **Distance** |
| **5 Star Hotels ★★★★★** |
| 1 | 1)Oakwood Premier Incheon | 1 Bedroom (ONLY Double) | 🞏 254,100 | 27,000 | 3 min. on foot |
| Studio Superior | 🞏 217,800 |
| 2 | Sheraton GrandIncheon Hotel | Deluxe  | 🞏 254,100 | 24,200 | 3min. on foot |
| **4 Star Hotels ★★★★** |
| 3 | Orakai Songdo ParkHotel | Deluxe | 🞏242,000 | 20,900 | 10 min. on foot |
| 4 | The Central Park Hotel Songdo | Deluxe | 🞏130,000 | 16,500 | 5 min. by car |
| 5 | Holiday Inn IncheonSongdo | Superior | 🞏 152,000 | 19,800 | 7 min. by car |
| 6 | Ramada Songdo | Deluxe Double | 🞏 103,000 | Inc. 1 breakfast | 10 min. by car |
| Deluxe Twin | 🞏 119,500 | Inc. 2 breakfast |

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| **PAYMENT METHOD** (Please indicate your preferred payment method.) |
| Method | 🞏 Credit card 🞏 Bank transfer |
| **Option 1:**Credit card | Card type: | 🞏 VISA 🞏 Master 🞏 AMEX |
| Card Number: |  |
| Expiration date:  | (mm/yy) | CVC code\*: |  |
| Holder’s Name: |  | Holder’s Signature: | Put your signature image. |
| I hereby authorize the Housing bureau, Kim's Travel Service Co., Ltd, to debit my credit card. |
| **\***Card Validation Code: AMEX: 4-digit number on the front side, VISA / Master: 3-digit number on the back side |
| **Option 2:**Bank transfer | Sender’s name: |  | ※ In case the sender’s name is different from the participant |
| Overseas participant | **Bank/Branch**:**Account No**.:**Beneficiary**:**SWIFT Code**:**Bank Address**:**Details of Payment**: | Woori Bank / Kaepodong Branch1081-100-796786Kim's Travel Service Co., LtdHVBKKRSEXXX123, Eonju-ro, Gangnam-gu, Seoul Korea, 06298Participant’s Name, ICMAP 2018 |
| ※All bank charges for remittance must be paid by the participant.※**A copy of receipt** of the bank remittance with the participant’s name should be sent to the secretariat by e-mail or fax. E-mail (convention07@kimstravel.com) / fax (02-571-9921). |

**Payment Information**

* The rate covers only room and other expenses such as breakfast, mini-bar, laundry service and etc. will incur personal bill and should be paid to the hotel when you check out.
* When checking in, please let the hotel staff know if you will have breakfast and you are a ICMAP participants.

※ Note: Breakfast should be paid by you.

* One-night room rate will be charged to the given card by Housing Bureau (Kim’s Travel Service Co., Ltd.) within one week from the day you make your reservation. Balance amount will be charged on the **third** week of **June (18~23 June)**, 2018.
* Confirmation letter will be sent when the deposit is made.
* Receipt will be issued by the Housing Bureau upon request.
* If you do not have any credit card, you should remit at least one night room rate to Housing Bureau within one week and the remaining balance should be paid by the third week of June, 2018.

**Cancellation & Refund Policy**

* Any change or cancellation requests must be made by e-mail or fax to the Housing Bureau.
* All dates are based on Korean standard time (GMT+9hours).
* Refund will be made after the conference due to administrative reason and bank service charges will be deducted from the refund amount.
* Cancellation policy for group booking will be informed through an invoice.

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| **Cancellation request** | **Policy** |
| Until25 June. | No penalty |
| From 26 June. to 30 June | 1 night room rate will be charged as penalty. |
| From 01 July or No-show or Early Departure | No refund and full payment will be charged as penalty. |

※No-show: do not check in without any notice in advance and the room is subject to released automatically.