



HOTEL RESERVATION FORM

The 20th World Congress of Psycho-Oncology and Psychosocial Academy (29 Oct – 2 Nov 2018)

(Please use the below reservation form for each booking only and input the according information duly)

GUEST NAME: Mr/ Miss/ Mrs/ Dr First name: _____ Last name: _____	(IF ANY) SHARER: Mr/ Miss/ Mrs/ Dr First name: _____ Last name: _____
ARRIVAL DATE: DD / MM / YY	DEPARTURE DATE: DD / MM / YY
FLIGHT NUMBER / ESTIMATED ARRIVAL TIME:	FLIGHT NUMBER / ESTIMATED DEPARTURE TIME:
COMPANY NAME: International Conference Consultants Ltd.	RETURN FAX NO./ E-MAIL ADDRESS: (purpose: sending over the confirmation)

Hotel: Ovolo Southside

- Mini Twin room (2 Single beds) at HK\$1050+10% service charge per room per night (single / double occupancy)
- Mini Queen room (1 Queen bed) at HK\$1050+10% service charge per room per night (single / double occupancy)
- Corner Deluxe Queen (1 Queen bed) at HK\$1500.00+10% service charge per room per night (single / double occupancy)

Room is subject to Hotel availability upon reservation

Look what's waiting for you:

- * Free daily breakfast
- * Free in-room wifi with 14,000 hotspots in Hong Kong
- * Free daily replenished mini bar
- * Free 24 hours drinks and happy hour from 17.00-19.00
- * Free access to 24 hours gym
- * Free self-laundry
- * Free local calls
- * Apple TV in each room
- * Hotel Amenities - Biology Smart Skincare
- * Communal work-space in Lo Lounge

Airport transfer: Yes No

Limousine Service	Price (HKD)	**Additional service charge (HKD)	Max pax.#
<input type="checkbox"/> Limousine#	\$850/trip	\$100	3
<input type="checkbox"/> MPV#	\$950/trip	\$100	5

** Remarks: Overnight Service Surcharge of HK\$100 applies from 00:01 to 06:00
 #Subject to no. of luggage
 - Arrivals include first 90mins waiting time after the landing of the flight. Thereafter, guest will be counted as no show.
 - Cancellation within 1 hour of scheduled time, the charge shall be 100% of the order prices.
 - Cancellation within 4 hours of scheduled time, the charge shall be 50% of the order prices.
 - No show will be charged at full.

*Please provide us your request date, flight details & number of pax & number of luggages and which limousine service you prefer that we can arrange for you.



ALL RESERVATIONS MUST BE GUARANTEED BY CREDIT CARD TO SECURE THE ROOM SPACE. OTHERWISE, NO RESERVATIONS WILL BE MADE.

AMEX DINERS MASTER VISA

Name of Card Holder: _____

Card No.: _____ Expiry date: ____/____/____

TERMS & CONDITIONS

- For guaranteed booking, 7 DAYS notice prior to the date of arrival (22 Oct 2018, 12:00 HK time) is required, or any cancellation or amendment. Otherwise, 1 night room rate will be charged.
- This form should be returned to the hotel on or before **on or before 29 September 2018**. Bookings will be confirmed on a first-come-first-serve basis. After this date, bookings will be subjected to hotel availability upon request.
- All payment is under guest own account
- For any further assistance, please contact Mr Joe Chan – Sales Manager at Tel: (852) 3460 8110; Fax: (852)3565 4847 or E-mail: joechan@ovologroup.com
- Hotel reserves the right for the final decision for any booking issues

FOR HOTEL USE ONLY

Confirmation No: _____ Confirmed by: _____ Date: _____