

**Community Business / The Diversity & Inclusion Asia Conference
November 21 - 24, 2005**

Island Shangri-La Hong Kong - Room Reservation Form

Please return to Ms Liz Wong - Events Management

Tel: 852 - 2820 8504 or Fax : 852 - 2918 4820 email : liz.wong@shangri-la.com

Guest Name Mr / Mrs / Ms / Dr / _____

Family Name _____ **First Name** _____

Arrival Date (DD/MM/YY)	Departure Date (DD/MM/YY)
Arrival Flight / ETA	Departure Flight / ETD

Title _____

Company _____

Tel _____ Fax _____

To enjoy the Shangri-La Express Check-in Program, please complete the following information:

(We would appreciate if you could provide us your Business Card upon check in)

Passport _____ Nationality _____ Date of Birth _____

Hotel Limousine Service (at HK\$730net per vehicle per trip)

Not required Airport - Hotel Hotel - Airport Round trip

For the guests pre-arranged airport pick-up, please ask them to head towards EXIT B of the Airport Arrival Hall and walk directly ahead to the "B 06" Shangri-La Hotels and Resorts Transportation Counter

Room Requirement (only a limited room block is reserved, bookings are processed on a first-come-first-served basis. All reservations made after **October 30, 2005** are subject to availability).

No. of rooms required	<u>Room Category</u>	<u>Room Rate</u>
_____	Peak View	HK\$2,460

Room rates are subject to 10% service charge and prevailing government tax - currently at 3%, non-commissionable per room per night, inclusive of one daily breakfast at café TOO, level 7.

Special Request King Bed Twin Bed Smoking Non-smoking
 Extra bed (Additional Charge of daily HK\$300 plus 13% service charge and government tax)
 Others _____

Deposit / Payment Guarantee (Must complete the following information to secure your reservation)

Credit Card Bank Draft (one-night room rental, non-refundable)

Credit Card Type: **AMEX / VISA / MASTER CARD / DINERS CLUB / JCB**

Credit Card No# _____ Expiry Date: _____

Credit Card Holder Print Name _____

Credit Card Holder Signature _____ Date: _____

One night room charge will be levied in case of NO SHOW or CANCELLATION made within 24 hours on the expected arrival day

Hotel Confirmation:

Confirmed (Confirmation Number _____)

Remarks _____

Confirmed by: _____

Hotel Stamp: