

To reserve a room at **Ibis Hong Kong Central and Sheung Wan**, please download and complete the reservation form provided below. Once filled out, kindly forward the form to **Ms. Emily Wu** at **H7606-SM5@accor.com** or contact her at Tel. (852) 2252 2982 / Fax no. (852) 2252 2969. The hotel team will then process your booking and send the room confirmations directly to you.



<b>For official use only</b>
Received Date: _____
Confirmation No: _____
Date of Confirmation: _____
Confirmed By: _____
Company Stamp _____

**APACC 2024 – Virology Education  
June 25 – July 01, 2024  
Ibis Hong Kong Central & Sheung Wan Hotel Reservation Form**

Guest Name (Mr / Mrs / Ms): (Surname) \_\_\_\_\_ (First Name) \_\_\_\_\_  
 Share Guest if any (Mr / Mrs / Ms) \_\_\_\_\_ (Nationality) \_\_\_\_\_  
 Telephone No. \_\_\_\_\_ Fax \_\_\_\_\_  
 E-mail Address \_\_\_\_\_  
 Arrival Date \_\_\_\_\_ Flight No./ ETA \_\_\_\_\_  
 Departure Date \_\_\_\_\_ Flight No./ ETD \_\_\_\_\_  
 No. of Room(s) \_\_\_\_\_ No. of Person(s) \_\_\_\_\_

**Accommodation at ibis Hong Kong Central & Sheung Wan Hotel**

- \* All reservation will be subjected to hotel room availability.
- \* Rates offer is valid for the stay period in between June 25 – July 01, 2024 (6 nights).
- \* The special rate may be adjusted to our Best Available Rate should all rooms based on the below special rate be sold out.

***(Special Rate Offer – Reservation form may receive and confirm on or before May 22, 2024):***

<b>Early Bird Offer – All reservation should be make and confirm on or before May 22, 2024</b>			
<b>Room Type</b>	<b>Room Rate (per room per night) (Rates including 10% service charge)</b>		
	<b>Option A Room Only</b>	<b>Option B Room inclusive of 1 daily buffet breakfast</b>	<b>Option C (Room inclusive of 2 daily buffet breakfasts)</b>
City View Room <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$990.00	<input type="checkbox"/> HK\$1,100.00	<input type="checkbox"/> HK\$1,210.00
Harbour View Room <input type="checkbox"/> Double (Queen Bed) <input type="checkbox"/> Twin (2 Single Beds)	<input type="checkbox"/> HK\$1,200.00	<input type="checkbox"/> HK\$1,310.00	<input type="checkbox"/> HK\$1,420.00

- Privileges:**
- Complimentary Wi-Fi internet access
  - Free access to fitness room
  - Free local calls
  - Tea/Coffee making facilities
  - 10% discount on laundry, dry cleaning and pressing service

**Confirmed and Accepted by**

\_\_\_\_\_  
 (Authorized Signature)  
 Guest Name:  
 Date:



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Reservation Form  
APACC 2014 – Virology Education

**Guaranteed Reservation & Cancellation Policy**

- 1. Hotel room rates are inclusive of 10% service charge.**
2. Kindly note that the special rate offer only applicable for booking reserved on or before May 22, 2024 and the room space is subject to the hotel's room availability confirmation.
3. All reservations will only be processed with credit card details upon reservation for guarantee purpose, otherwise, the application will automatically be cancelled and rooms will be released.
4. Hotel has the right to forfeit the deposit for any late cancellation. Rate is subject to change without any prior notice.

- Please email or fax back the completed form to **Ms. Emily Yu – Senior Sales Manager**  
Tel: (852) 2252 2982 Fax no.: (852) 2252 2969 or E-mail: [H7606-SM5@accor.com](mailto:H7606-SM5@accor.com)
- Hotel will reply to guest at the earliest time once received the reservation form.

Please note the following hotel cancellation policy:

Cancellation must be made on or before May 22, 2024.  
If the guest cancels or modifies the room after May 22, 2024, the hotel will not charge anything to the credit card provided. If received any cancellation or amendment received after the captioned date, penalty charge will be applied automatically for the whole period of stay from the guest's credit card as cancellation fee.  
Should there be no-show of the booking, whole period of room charges will be imposed.  
Hotel has the right to forfeit the deposit for any late cancellation.

Reservation Guarantee:

- VISA
- MASTERCARD
- AMERICAN EXPRESS

Name of Cardholder:

\_\_\_\_\_

Expiry Date:

\_\_\_\_\_

Credit Card No.:

\_\_\_\_\_

Holder's Signature:

\_\_\_\_\_

- Telegraphic Transfer (HK\$300 Bank charges will be applied on top of room rate)  
*(Bank details will be provided once booking is confirmed)*

**Confirmed and Accepted by**

\_\_\_\_\_  
(Authorized Signature)

Guest Name:

Date: