



**“International Conference on Interdisciplinary Nanoscience for Energy, Life and Environment”**

organised by Institute of Computational and Theoretical Studies, HKBU

15-19 December 2013

**ROOM RESERVATION FORM**

**Booking Deadline:  
13 November 2013**

Please tick the appropriate box and fill in with BLOCK letters.

Confirmation \_\_\_\_\_ (to be filled out by NTTIH)

NEW RESERVATION       AMENDMENT       CANCELLATION

**I. SOURCE OF RESERVATION**

Reserved by HKBU Faculty/Department/School/Office \_\_\_\_\_

Reserved by HKBU Staff/Student/Alumnus (Staff/Student/Alumnus ID Card No.: \_\_\_\_\_)

Referred by HKBU Faculty/Department/School/Office      Institute of Computational and Theoretical Studies

Referred by HKBU Staff/Student/Alumnus (Name of Referee \_\_\_\_\_ Staff/Student/Alumnus ID Card \_\_\_\_\_)

**II. INFORMATION OF GUEST(S)**

Title \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Prof.    Dr.    Mr.    Ms.    Mrs. \_\_\_\_\_

Prof.    Dr.    Mr.    Ms.    Mrs. \_\_\_\_\_

Arrival date: \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YY Flight no./Expected arrival time<sup>(1)</sup>: \_\_\_\_\_

Departure date: \_\_\_\_\_ DD \_\_\_\_\_ MM \_\_\_\_\_ YY Flight no./Expected departure time<sup>(1)</sup>: \_\_\_\_\_

Purpose of staying at HKBU :  Conference / Seminar / Workshop       Meeting       Visit

Others (please specify) : \_\_\_\_\_

Number of rooms: \_\_\_\_\_ Deluxe \_\_\_\_\_

Room rental<sup>(2)</sup>:  Daily rate:      HK\$ 920 per room night X \_\_\_\_\_ Night(s)

Sub-total:      HK\$ \_\_\_\_\_

Breakfast coupon:  @HK\$25 X \_\_\_\_\_ Day(s) X \_\_\_\_\_ Guest(s)

Sub-total:      HK\$ \_\_\_\_\_

**Total amount payable: HK\$ \_\_\_\_\_**

Remarks:

- The reception counter is closed daily from 2300 hrs to 0730 hrs that no check-in or check-out service is provided during the period.
- Room rental is exclusive of breakfast.

**III. INFORMATION OF FACULTY/DEPARTMENT/SCHOOL/OFFICE**

Faculty/Department/School/Office : \_\_\_\_\_

Contact person : \_\_\_\_\_ Email address : \_\_\_\_\_

Telephone number : \_\_\_\_\_ Fax : \_\_\_\_\_

**IV. ACKNOWLEDGEMENT**

**“We fully understand and accept the possible disturbance and inconvenience caused by the reconstruction work of the University’s Campus Expansion Plan during the above period of stay, and undertake to convey the message to our group members/guests who are going to accommodate at NTTIH. We also fully understand and accept the Terms & Conditions for Room Reservation, and undertake to explain these Terms & Conditions to the members/guests.”**

Name of Dean/Head/Director/Authorized personnel : \_\_\_\_\_ Signature : \_\_\_\_\_

Faculty/Department/School/Office/Organization : \_\_\_\_\_ Date : \_\_\_\_\_

**V. PAYMENT METHOD**

*Settled by guest*

- By credit card (Please fill in and return the credit card authorization form together with completed reservation form)
- By UnionPay card
- By cheque (Payable to “Hong Kong Baptist University”)
- By bank-in (Name and number of bank account: The Bank of East Asia Ltd. 015-204-40-00089-8)
- By cash

**OFFICE USE ONLY**

Official receipt no. : \_\_\_\_\_ Amount received : HK\$ \_\_\_\_\_

Handled / Checked by : \_\_\_\_\_ / \_\_\_\_\_ Approved by : \_\_\_\_\_ Remarks: \_\_\_\_\_



## Terms and Conditions for Room Reservation

### 1. *Making Room Reservation*

- 1.1 Priority will be given to HKBU Faculties/Departments/Schools/Offices whose bookings are made to serve the university's guests.
- 1.2 Request for room reservation should be made by forwarding NTTIH the duly signed Room Reservation Form which could be downloaded from the website of NTTIH.

### 2. *Confirmation of Room Reservation*

- 2.1 To confirm room reservation, NTTIH will assign and print a confirmation number on the duly completed Room Reservation Form, and have it faxed to the department concerned.

### 3. *Length of Notice Required for Amendment of Details of Room Reservation*

- 3.1 Request for cancellation of room reservation, reduction of number of rooms or change of arrival/departure schedule will only be accepted if a written request is received:
  - 3.1.1 30 days prior to the original arrival schedule for booking of 1 to 3 rooms.
  - 3.1.2 45 days prior to the original arrival schedule for booking of 4 to 7 rooms.
  - 3.1.3 60 days prior to the original arrival schedule for booking of 8 to 20 rooms.
  - 3.1.4 75 days prior to the original arrival schedule for booking of 21 rooms or above.
- 3.2 Request for change of arrival schedule will also be subject to room availability at time of request.

### 4. *Payment of Room Rental*

- 4.1 If no written request is received before the required period of notification as stated in Clause 3 above, NTTIH shall assume no further amendment to the room reservation is needed. Full payment of room rental settled either by debiting HKBU account or by guest, should be made upon completion of the required period of notification.
- 4.2 All paid room rentals are neither refundable nor transferable even in case of no show.

### 5. *Check-in & Check-out Arrangements*

- 5.1 The earliest check-in time is 1400 hours while the latest check-out time is 1200 noon.
- 5.2 The reception counter is closed daily from 2300 hours to 0730 hours that no check-in or check-out service is provided during the period.
- 5.3 Guests check-out after 1200 noon and before 1800 hours will be subject to a surcharge of half day rental; check-out at or after 1800 hours will be subject to a surcharge of full day rental. (Odd day rate shall be applied to bookings on monthly basis)
- 5.4 A deposit at HK\$300, which is refundable at time of check-out, will be collected upon check-in.



Dear Guests,

### ***Credit Card Payment Authorization Form***

Thank you for choosing NTT International House. To guarantee your room reservation, please complete the following Credit Card Payment Authorization Form and send **the Form, and a copy of the front and back sides of your credit card** to us by:-

Fax: (852) 2794 2013, OR Email: [nttbook@hkbu.edu.hk](mailto:nttbook@hkbu.edu.hk)

NTT International House



To: NTT International House

#### **Credit Card Payment Authorization**

I, \_\_\_\_\_, hereby authorize Hong Kong Baptist University to debit from  
(Full name of Card Holder)

my credit card the total amount indicated below for payment of:

**(Please tick the appropriate box and complete in BLOCK LETTERS.)**

**Room Rental**

Period of stay : From \_\_\_\_\_ to \_\_\_\_\_ ( ) night(s)

Room rate : HK\$ \_\_\_\_\_ per room per night

Sub-total : HK\$ \_\_\_\_\_

**Breakfast Coupon**

HK\$25 per coupon x \_\_\_\_\_ piece (s)

Sub-total : HK\$ \_\_\_\_\_

**Other Item(s)**

For one-off payment of HK\$ \_\_\_\_\_ (please state the amount) for settlement of \_\_\_\_\_ (please specify).

**Total amount payable : HK\$ \_\_\_\_\_**

Credit Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

VISA

MasterCard

Union Pay

Card Holder's Name: \_\_\_\_\_ Card Issuing Bank: \_\_\_\_\_

Card Validation No: \_\_\_\_\_ (3 digits on the signature panel at the back side of the credit card)

Card Holder's HKID Card No. / Passport No. \_\_\_\_\_

Card Holder's Day-time Telephone No. \_\_\_\_\_

I declare that the information provided in this form is true and accurate.

Card Holder's Signature: \_\_\_\_\_ (as shown on card) Date: \_\_\_\_\_

<p>(For NTT Use Only)</p> <p>Handled by: _____ Date _____</p> <p>Remarks: _____</p>
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