

## Hotel Reservation Form

**The 17th Asia Pacific Industrial Engineering and Management Systems Conference (APIEMS 2016)**  
**The 3rd East Asia Workshop on Industrial Engineering (EAWIE 2016)**  
**2016 Chinese Institute of Industrial Engineers Annual Conference**  
**December 7<sup>th</sup> to December 10<sup>th</sup>, 2016**

Attention: Howard Plaza Hotel Taipei –Sales Dept. Ms. Charity Kao

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New Booking  Amendment  Cancellation

Date :        /        /

### A. Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)

Salutation:  Mr.  Mrs.  Ms.  Dr.  Prof.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Arrival Date (mm/dd): \_\_\_\_\_ Flight No : \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Departure Date (mm/dd): \_\_\_\_\_ Flight No : \_\_\_\_\_ Departure Time: \_\_\_\_\_

### B. Room Type

<input type="checkbox"/> Superior King	NT\$ 4,100 +10% ( with <b>ONE</b> daily buffet breakfast )
<input type="checkbox"/> Superior Twin	NT\$ 4,600 +10% ( with <b>TWO</b> daily buffet breakfast )
<input type="checkbox"/> Deluxe Single	NT\$ 4,400 +10% ( with <b>ONE</b> daily buffet breakfast )

- Official check-in time is at 15:00 p.m. and check-out time is at 12:00 p.m.. Check-in require prior to 12:00 p.m. will subject to additional one night room charge.
- The Hotel will send a written confirmation upon receipt of the completed form.
- Rooms are available on a first-come, first served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.

### C. Airport Transportation (from Taoyuan airport to hotel)

- Limousine at NT\$1,995 per car per trip for a maximum of 3 passengers with one luggage each; the number of persons: \_\_\_\_\_
- Private seven-seated van at NT\$2,500 per car per trip for a maximum of 5 passengers with one luggage each; the number of persons: \_\_\_\_\_
- Guest Own Arrangement

\*Airport pick-up service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge.

### D. Guarantee Details

Credit Card:  Master Card  Visa  JCB  AE  Diners

Card No: \_\_\_\_\_

Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ (MM/YY)

Card Holder Name (printed): \_\_\_\_\_

Security Code:

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



- No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged.
- Above listed rates are only applicable from Dec. 5 to Dec. 12, 2016.
- Please fill this form out, fax or email back to us to make accommodation reservation. Kindly, return it by **Nov. 1, 2016** to receive this special accommodation offer. The Howard Plaza Hotel Taipei will send a written confirmation upon receiving of this form. We look forward to serving you and please do not hesitate to contact us if you inquire further assistance.