



HOTEL RESERVATION FORM

The 6th Conference on Contemporary Chinese Discourse Studies (6th CCDS 2013)
(1 – 3 December, 2013)
The Hong Kong Polytechnic University – Department of Chinese & Bilingual Studies

Attn: Harbour Plaza Metropolis – Ray Ng (Sales Manager)

Fax: (852) 3160-6988 Tel: (852) 3160-6890 Email: RayN@harbour-plaza.com

Harbour Plaza Metropolis, 819 guest rooms and suites are designed for guests who expect discreet luxury and modern functionality. Convenient location next to The Hong Kong Polytechnic University, direct access within walking distance. Hotel recreation: gym, sauna, Jacuzzi, outdoor swimming pool and spa & massage services. For dining, the hotel has four outstanding harbour view restaurants and bar serving International, Japanese and Chinese cuisine.
 (Website: <http://www.harbour-plaza.com>)

Please fill in BLOCK LETTERS:

Name: Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____
 Prof./Dr/ Mr/Ms (First name) _____ (Last name) _____

Contact No. : (Tel) _____ (Fax) _____ (Email) _____

Number of Rooms: _____

Room Rate : **Superior Room (260 sq.ft. with garden / city view)**
 () HK\$1,100 per room per night

Harbourview Room (280 sq.ft. with partial harbourview)
 () HK\$1,300 per room per night

Supplement () In-room Internet access (wired/wifi) – HK\$110 per device per day (24 hours)
 () Daily buffet breakfast – HK\$100 per person per day

****All the above rates are subject to 10% service charge and prevailing government tax if any. Rates are non-commissionable.***

Special Request: Queen Size Bed Two Single Beds Non-smoking

Arrival Date: _____ Flight _____ Time _____

Departure Date: _____ Flight _____ Time _____

Booking Guaranteed By: Visa Master

Name on Credit Card: _____ Card No. : _____ Expiry Date : _____

Date of Application : _____ Signature : _____

IMPORTANT NOTES:

1. In case of any no-show, amendment or cancellation of room reservation made less than 7 days prior to your expected arrival, one night room charge will be debited on your credit card directly.
2. Payment Method: All guests must settle all payments by cash or credit card upon departure. NO credit facility and credit card by 3rd party for payment is allowed.
3. Rate is applicable for **2 days pre and post of this event** and subject to hotel's availability

****HOTEL WILL REPLY YOU WITHIN 3 WORKING DAYS****