



Professional Education International
Pre-planning meeting
26-27 July 2005

GRAND HYATT HONG KONG REGISTRATION FORM

Please return to:

Reservations Department
Grand Hyatt Hong Kong
1 Harbour Road, Wanchai
Hong Kong

Phone: 852 2584 7038 Fax: 852 2824 2077
E-mail: reservations@grandhyatt.com.hk

Kindly make all reservation requests via this registration form in order to enjoy the special rates offered for this event. Please contact the Grand Hyatt Hong Kong Reservations Department for any enquiries related to your booking. Reservation Code: PEIP

BOOKING DETAILS:

Last Name (Mr/Mrs/Miss): _____ First Name: _____
Arrival Date: _____ Flight: _____ Time: _____
Departure Date: _____ Flight: _____ Time: _____

GUEST DETAILS:

Title: _____ Company: _____
Address: _____
State/Country: _____ Zip/Postal Code: _____
Telephone: _____ Fax: _____

PLEASE RESERVE: (Please tick the appropriate box)

____ Grand Room at HK\$1,690 Single Double
____ Grand Harbour View room at HK\$2,090 Single Double
Preference: Smoking Non-smoking Remarks: _____

- ♦ The usual supplement of HK\$250 for double occupancy per room has been waived.
- ♦ Extra bed can be arranged at HK\$350.
- ♦ All the above rates quoted are per room per night and subject to 10% service charge and 3% government tax.
- ♦ If the specific room type is full, we will reserve the next category of rooms available. This is subject to availability at the prevailing rate of the day.

TRANSPORTATION:

Limousine Transfer Required: Arrival Departure

Limousine transfer is available at HK\$730 per car one way. After completing Customs formalities, please approach the Hyatt Limousine Desk which is located in front of Exit B in the Arrival Hall.

RESERVATIONS GUARANTEE:

A credit card guarantee of one (1) night's deposit is required when making the booking.

Credit Card details:

American Express Diners Club Mastercard Visa JCB

Card Holder: _____ Expiry Date: _____

Card No: _____ Signature: _____

TERMS & CONDITIONS:

- ♦ Requests received after Tuesday, 12 July 2005 will be accepted on a space available basis only and at the prevailing rate of the day.
- ♦ Check-in time is after 2:00 pm. Check-out time is before 12:00 noon.
- ♦ Early arrival before Tuesday, 26 July 2005 could not be extended. Any request will be subject to availability and charged at the prevailing rate of the day
- ♦ Extension of stay for the nights of 27 July 2005 at the group rate will be subject to availability.
- ♦ Rooms will be confirmed subject to the room block allotment on first come first serve basis. If the group block allotment is fulfilled, rooms will be confirmed subject to availability at the prevailing rate of the day.
- ♦ Cancellation of guaranteed reservation must be made 72 hours prior to the date of arrival or the Hotel shall automatically charge the individual delegate the full room charges of the entire stay.
- ♦ Any "no-show" on the specified date of arrival will also result in the full room charges for the entire stay as cancellation fee.