**HOTEL RESERVATION FORM**

Below special rates are valid until 1st of Feb 2017.

Free upgrade from standard to deluxe for reservations made by 31st Jan 2017

**PERSONAL INFORMATION (Required)**

Mr.( ) Ms( ) Dr.( ) Family Name: Given Name:

Company Name: **IEEE Bigcomp 2017 2/13~2/15** Job Title:

Street Address:

City, State, Zip, County:

Tel: Fax: E-mail:

Flight Schedule:

Arrival: (Airport) on (Date) (Time) by (Flight Number)

Departure: (Airport) on (Date) (Time) by (Flight Number)

**HOTEL ACCOMMODATION (Required)**

Check In: Check out:

Room Type: Standard Room ( ) Premium Ondol Room ( )

**Special Rate: Standard (Weekdays: KRW 120,000inc / Weekends: KRW 170,000inc)**

**Premium Ondol (Weekdays: KRW 150,000inc / Weekends: KRW 200,000inc)**

\* Breakfast rate: Daily KRW 22,000 /per person

\* Above rates are including 10% of VAT

\* Check-in: 14:00 / Check-out: 12:00

**CREDIT CARD INFORMATION (Required)**

**I guarantee my reservation by the following credit card:**

Credit Card Type: VISA( ) MASTER CARD( ) AMERICAN EXPRESS( ) OTHER( )

Credit Card Number:

Name on Card:

Expiration Date(mm/yyyy): Signature:

**CANCELLATION/NO SHOW CHARGES**

In the event that your travelers need to cancel a confirmed reservation at the Hotel, they must call the Hotel reservation office prior to 7 days of arrival to cancel the reservation. Failure to call and cancel a guaranteed reservation prior to 7 days of arrival will result in a cancellation charge of that night’s room charge. The remaining nights of the stay will automatically be cancelled.

**Please send reservation form to** **oraseoul@oraresort.com** **(Tel +82 2 2278 2100 / fax +82 2 2278 2109).**

**Our reservation agent will sent you confirmation letter after booking.**

**Seongmoon Heo** 허성문

Sales Manager

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