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|  | The 1st General Meeting of  The Asian-Oceanian Federation of Conservative Dentistry (AOFCD)  Nov 8(Fri) – 10(Sun), 2019 |

**HOTEL RESERVATION FORM**

**Please print or type clearly** and return the completed form to the housing bureau.

Upon receipt of the completed form with the appropriate payment, a confirmation letter will be sent via e-mail.

**Official Housing Bureau** Fax: +82-2-571-9921, Email: hotelconsasia@kimstravel.com

4F, 2728 Nambusunwhan-ro, Gangnam-gu, Seoul, Korea

**1. PARTICIPANT INFORMATION**

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| Title: | 🞏Mr. 🞏Ms. 🞏 Prof. 🞏 Dr. 🞏 Other | | | | | | | Gender: | | | 🞏Male 🞏 Female | | |
| **First(Given) name**: | | | | |  | | | **Last(Family) name**: | | | | |  |
| Korean name: | | |  | | | (For Koreans only) | | Job title/Position: | | | |  | |
| Affiliation: | |  | | | | |  | Country: | |  | | | |
| Nationality: | | | |  | | | | Tel: |  | | | | Fax: |
| **E-mail**: | | | | | | | | | | | | | |

**2. GUEST INFORMATION**

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| **Check-in Date (dd/mm)** |  | **Check-out Date (dd/mm)** | | |  |
| **No. of Nights** |  | **No. of Rooms** | | |  |
| **Guest Name** |  | | ※ If a guest is different from the participant indicated above | | |
| **Accompanying Person’s Name** |  | | | ※ I will share my room with this person | |
| **Special Request** |  | | | ※ e.g. non-smoking room | |

**General Announcement**

* Hotel Reservation Deadline: **Oct 4 (Fri), 2019**, after this date any request cannot be guaranteed.
* Reservations are made on a first come first served basis.
* Early check-in (before 15:00) & late check-out (after 11:00) cannot be guaranteed and extra charge will be applied.
* For group reservation, please request it to Housing Bureau by e-mail hotelconsasia@kimstravel.com
* The list, room rate, and star rating of the hotels are subject to change due to the local condition.
* The price of breakfast is subject to change if you do not choose in advance.
* All rates below are inclusive of TAX & SVC.

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| **3. HOTEL& ROOM TYPE** (Please check the appropriate box and fill in the blanks below) | | | | | | |  |  |
| **No.** | **Hotel Name**  **(Grade)** | **Room**  **Type** | **Room Rate (KRW) / Night / Room** | | | **Breakfast /**  **Meal / person** | **Tax & Service Charge** | **Distance to Venue** |
| **Single**  **Occupancy** | **Double Occupancy** | |
| **Double**\* | **Twin**\* |
| 1 | InterContinental  Seoul COEX  ★★★★★ | Superior | 🞏 225,000 | 🞏 284,350 | 🞏 284,350 | 🞏 36,300 | INC (21%) | 5 min. on foot (0.5Km) |
| 1)Temple View | 🞏 344,850 | 🞏 344,850 | 🞏 344,850 |
| 2)Club Superior | 🞏 381,150 | 🞏 417,450 | 🞏 417,450 | Inc. Club Lounge access |
| 2 | L7Gangnam by LOTTE  ★★★★ | Standard | 🞏 126,500 | 🞏 126,500 | 🞏 126,500 | 🞏 19,800 | INC (10%) | 5 min. by car (1.5Km) |
| 3 | Ibis Styles Ambassador Gangnam  ★★★ | Superior | 🞏 114,000 | 🞏 114,000 | 🞏 114,000 | 🞏 11,000 | INC (10%) | 10 min. on foot  (1.1Km) |
| 4 | Glad Gangnam  Coex Center  ★★★ | Standard | 🞏 125,000 | 🞏 125,000 | 🞏 125,000 | 🞏 15,000 | INC (10%) | 5 min. on foot. (0.6Km) |
| 5 | Hotel Peyto Samseong  ★★★ | Superior | 🞏 104,500 | 🞏 104,500 | 🞏 104,500 | 🞏 16,500 | INC (10%) | 5 min. on foot (0.6Km) |
| Deluxe | 🞏 137,500 | 🞏 137,500 | 🞏 137,500 |
| 6 | **Hotel In 9** | Standard | 🞏 115,000 | 🞏 115,000 | 🞏 115,000 | 🞏 17,600 | INC | 5 min.  on foot  (0.5km) |

1) **Temple View**: Complimentary selected mini-bar items, Complimentary Sauna access, Late Check-out until 14:00pm

(Upon availability)

2) **Club Superior**: Continental buffet breakfast in Club Lounge, Light snacks and tea, Cocktail Hour.

Children 12 years old and younger (or Elementary students) are not allowed to enter the Club Lounge.

**\*Double**: 1 bed, **Twin**: 2 separated beds

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| **PAYMENT METHOD** (Please indicate your preferred payment method.) | | | | | | |
| Method | 🞏 Credit card 🞏 Bank transfer | | | | | |
| **Option 1:**  Credit card | Card type: | 🞏 VISA 🞏 Master 🞏 AMEX | | | | |
| Card Number: |  | | | | |
| Expiration date: | (mm/yy) | | CVC code\*: | |  |
| Holder’s Name: |  | | Holder’s Signature: | | Put your signature image. |
| I hereby authorize the Housing bureau, Kim's Travel Service Co., Ltd, to debit my credit card. | | | | | |
| **\***Card Validation Code: AMEX: 4-digit number on the front side, VISA / Master: 3-digit number on the back side  **\***Dynasty card cannot be applied to hotel reservation. | | | | | |
| **Option 2:**  Bank transfer | Sender’s name: |  | | | ※ In case the sender’s name is different from the participant | |
| Overseas participant | **Bank/Branch**:  **Account No**.:  **Beneficiary**:  **SWIFT Code**:  **Bank Address**:  **Details of Payment**: | Woori Bank / Kaepodong Br.  1081-100-454038  Kim's Travel Service Co., Ltd  HVBKKRSEXXX  123, Eonju-ro, Gangnam-gu, Seoul, Korea (06298)  Participant’s Name, ConsAsia | | | |
| ※All bank charges for remittance must be paid by the participant.  ※**A copy of receipt** for your bank remittance with the participant’s name should be sent to the housing bureau by e-mail [hotelconsasia@kimstravel.com](mailto:hotelconsasia@kimstravel.com) or fax(+82-571-9921) | | | | | |

**Payment Information**

* All room rates will be charged in Korean Won.
* The rate only covers a room and breakfast if you selected in advance and other expenses such as additional breakfast, mini-bar, laundry service and etc. will incur personal bill and should be paid to the hotel when you check out.
* Early check-in (before 15:00) & late check-out (after 11:00) cannot be guaranteed and extra charge will be applied.
* The price of breakfast is subject to change if you do not choose in advance.

1. **Credit Card**

* One-night room rate will be charged to the given card by Housing Bureau(Payment Gateway Agency  
  : Kim’s Travel Service Co., Ltd.) within one week from the day you make your reservation and the remaining balance will be charged on the first week of Oct 2019.
* Receipt will be issued by the Housing Bureau upon request.
* Confirmation letter will be sent when the deposit is made.

1. Bank Transfer

* If you do not have any credit card, you should remit at least one night room rate to Housing Bureau within one week and the remaining balance should be paid by the first week of Oct, 2019.
* Confirmation letter will be sent when the 1 night deposit payment is made.
* All bank charges for remittance must be paid by the participant.
* A copy of receipt for your bank remittance with the participant’s name should be sent to the housing bureau by e-mail hotelconsasia@kimstravel.com or fax (+82-2-571-9921).

**Cancellation & Refund Policy**

* Any change or cancellation requests must be made by e-mail or fax to the Housing Bureau.
* All dates are based on Korean standard time (GMT +9 hours).
* Refund will be made after the congress due to administrative reason and bank service charges will be deducted from the refund amount.
* Cancellation policy for group booking will be informed through an invoice.

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| **Cancellation request** | **Policy** |
| Until Oct 4, 2019 | No penalty |
| From Oct 5, 2019 or No-show or Early departure | No refund and full payment will be charged as penalty. |

※No-show: do not check in without any notice in advance.