

The Boys' and Girls' Clubs Association of Hong Kong (BGCA) 80th Anniversary Scientific Conference
"Invest in our Young for a Brighter Tomorrow"
 7-8 October 2016 ♦ Yasumoto International Academic Park, The Chinese University of Hong Kong

HOTEL RESERVATION FORM (DELEGATE)

Please complete the form below and return it by email to: **Conference Secretariat, International Conference Consultants Limited**
 Office Address: Unit C-D, 17/F, Max Share Centre, 373 King's Road, North Point, Hong Kong
 Tel: (852) 2559 9973 Fax: (852) 2547 9528 Email: bgca2016@icc.com.hk Website: http://sc80.bgca.org.hk

PERSONAL INFORMATION (Please type or print in block letters and ✓ where appropriate)

Title: Prof. Dr. Mr. Mrs. Ms. Others, please specify: _____

Family Name: _____ First Name: _____

Occupation: _____ Department: _____

Organization: _____

Address: _____

City/State: _____ Postcode: _____ Country: _____

Tel: _____ Fax: _____ Email: _____

(country code) (area code) number

(country code) (area code) number

(Email is required for further communication.)

Hotel	Room Type	Room Rate Per Room Per Night ^ (Subject to 10% service charge)		Estimated Travelling Time to Conference Venue
		Single Room (with 1 breakfast)	Double Room (with 2 breakfasts)	
Hyatt Regency Hong Kong, Sha Tin * (5-star)	Mountain View	<input type="checkbox"/> HK\$1,280	<input type="checkbox"/> HK\$1,400	8-10 minutes (walk distance)
Regal Riverside Hotel * (4-star)	Superior	<input type="checkbox"/> HK\$690	<input type="checkbox"/> HK\$780	10 minutes (by taxi)

^The rate is subject to 10% service charge and prevailing government tax (tax is 0% as of today).

*With complimentary internet.

Date of Check-in: _____ Date of Check-out: _____

Arrival Flight & Time (ETA): _____ Departure Flight & Time (ETD): _____

1 Double Bed 2 Single Beds I will be sharing with _____

Special Requests: Smoking Room Non-Smoking Room Others, please specify: _____

TO GUARANTEE YOUR BOOKING

I hereby confirm to be bound by the terms and conditions of hotel reservation and would like to guarantee my hotel reservation by: Visa MasterCard

Card Number: _____ - _____ - _____ Name of Cardholder: _____

Expiry Date (MM/YY): _____ Cardholder's Signature: _____ Date: _____

Terms and Conditions (Hotel Reservation):

- The room rates will be charged in Hong Kong Dollars (HK\$). Prevailing exchange rate is US\$1: HK\$7.75 approximately.
- To enjoy the special room rates, participants should make the reservations through the Conference Secretariat, International Conference Consultants Limited (ICC LTD). Credit card details are required to secure your booking.
- Hotel reservations will be taken on a first-come-first-served basis and will be subject to room availability. Secretariat has the obligation to return all the unsold rooms to the hotels **after 12 September 2016**. Therefore room availability and special room rates cannot be guaranteed for reservation made after that date.
- The above hotel rates are only valid during the conference period for participants attending BGCA 2016 Conference. All bookings for days outside the Conference period will be subject to availability.
- Cancellation Policy:
Hyatt Regency Hong Kong, Sha Tin
 - One night's cancellation fee if cancellation is received by Secretariat **before 30 September 2016**.
 - Cancellation or change in period of stay **on/after 30 September 2016** / No show will result in full room charges for the entire period of stay.**Regal Riverside Hotel**
 - One night's cancellation fee if cancellation is received by Secretariat **before 12 September 2016**.
 - Cancellation or change in period of stay **on/after 12 September 2016** / No show will result in full room charges for the entire period of stay.
- All enquiries, changes or cancellation of reservations should be addressed to Conference Secretariat (NOT directly to the hotel). Participants have agreed to abide by the terms and conditions of hotel reservation upon submission of hotel reservation form.