

Royal Plaza Hotel is proud to be one of the **Official Hotels** of the conference of The Open University of Hong Kong – Inaugural International Conference on Open and Flexible Education. The hotel was established in 1997 and is wholly owned and managed by Sun Hung Kai Properties Limited. It is centrally located in Hong Kong, within access to the major transport modes. It is directly linked to one of the largest shopping centers in Hong Kong and within short distance from local attractions. The Hotel also provides complimentary shuttle bus to and from Tsimshatsui. Hotel Website: ([www.royalplaza.com.hk](http://www.royalplaza.com.hk))

**RESERVATION REQUEST FORM**

*∞ Inaugural International Conference on Open and Flexible Education ∞*

University Research Centre of Open University of Hong Kong

(Validity: 15-18 January, 2014)

Name(s): 1) Dr/Prof/Mr/Ms/Mrs (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_  
2) Dr/Prof/Mr/Ms/Mrs (First name) \_\_\_\_\_ (Last name) \_\_\_\_\_

Contact No(s): 1) (Tel) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_  
2) (Tel) \_\_\_\_\_ (Fax) \_\_\_\_\_ (Email) \_\_\_\_\_

|                |  |                       |  |
|----------------|--|-----------------------|--|
| Arrival Date   |  | Arrival Flight/Time   |  |
| Departure Date |  | Departure Flight/Time |  |

Please put a ✓ in the appropriate box of your selection.

| Room type<br>(Complimentary Wi-Fi internet access)   | *Daily Room Rate (HK\$) – subject to 10% Service Charge   |  |   |
|--|---|--|---|
|  | Room only   | Room with buffet breakfast                               |   |
|  | Single / Double Occupancy   | Single Occupancy   | Double Occupancy  |
| ❖ Plaza Deluxe Room  | <input type="checkbox"/> \$1,200.00   | <input type="checkbox"/> \$1,300.00                      | <input type="checkbox"/> \$1,400.00                             |
| Special Request (if any)   | <input type="checkbox"/> One King bed (6'x6')   | <input type="checkbox"/> Two Double beds (5'x6' x 5'x6') |   |
| Transportation<br><i>(Advance reservation for airport transportation is required, and the rate is subject to change without prior notice. Airport Shuttle arrangement is provided based on a fixed time schedule.)</i> | ♦ Hotel Limousine (maximum 3 persons per car)<br><input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$680 per car one way)<br>♦ Airport Shuttle<br><input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$160 per person one way) |  |   |
| Booking Guaranteed By:   | <input type="checkbox"/> Amex   | <input type="checkbox"/> Visa                            | <input type="checkbox"/> Master <input type="checkbox"/> Diners |
| Credit Card No.  | Expiry Date (mm/yy)   |  |   |
| Name of Card Holder  |   |  |   |

Our hotel check-in time is 15:00 and check-out time is 12:00 noon. (Kindly contact us regarding the information on our Express Check-in Service). Non-guaranteed reservation(s) will be released after 18:00 on scheduled date of arrival.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks:

- Reservation request form must be submitted to Royal Plaza Hotel **on or before 13 December, 2013**. All reservation requests are subject to hotel confirmation.
- All bookings must be guaranteed by a valid credit card of one night room charge. One night room charge will be applied if cancellation cannot be notified by writing to the hotel **on or before 30 December, 2013**.
- A Reservation Confirmation will be submitted to sender within 48-hour after receipt of completed Reservation Request Form. Reservation will not be valid without Reservation Confirmation of Royal Plaza Hotel.
- Reservation outside the above valid period is subject to the prevailing rate and hotel availability.
- Royal Plaza Hotel reserves the right of final decision in case of any disputes.

HOTEL USE ONLY

CONFIRMED       WAITING LIST       NOT CONFIRMED   
By \_\_\_\_\_      Remarks \_\_\_\_\_      Date \_\_\_\_\_