



**HYATT REGENCY HONG KONG, SHA TIN REGISTRATION FORM**

**CUHK - School of Life Science**

**BOOKING DETAILS**

**Nucleic Acid Enzymes and Enzymes in Human Diseases**

**16 - 21 June 2013**

**Group Code: UC16** Bookings will be accepted based on availability at the Hyatt Regency Hong Kong, Sha Tin

PLEASE SUBMIT RESERVATION FORM ON OR BEFORE 16 May 2013

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: \_\_\_\_\_ Email: \_\_\_\_\_

**PLEASE RESERVE:** (Please tick the appropriate box)

	Room only rate	Room with 1 breakfast	Room with 2 breakfasts		
Mountain View Room	<input type="checkbox"/> HK\$1,106	<input type="checkbox"/> HK\$1,226	<input type="checkbox"/> HK\$1,414	<input type="checkbox"/> King	<input type="checkbox"/> Twin
Harbour View Room	<input type="checkbox"/> HK\$1,406	<input type="checkbox"/> HK\$1,526	<input type="checkbox"/> HK\$1,714	<input type="checkbox"/> King	<input type="checkbox"/> Twin
Regency Club*	<input type="checkbox"/> HK\$1,638	Included in Club benefits	<input type="checkbox"/> HK\$1,838	<input type="checkbox"/> King	<input type="checkbox"/> Twin

Preference:  Smoking  Non-smoking Remarks: \_\_\_\_\_

- Room rate are included broadband Internet service
- All the above rates quoted are per room per night and subject to 10% service charge.
- Extra bed can be arranged at HK\$368 plus 10% service charge daily.
- \* A supplement charge of HK\$200 plus 10% service charge will apply for double occupancy for Regency Club Rooms
- \* Regency Club Rooms include complimentary Continental buffet breakfast, all day tea and coffee, evening cocktails served in the served in the exclusive Regency Club Lounge; In-room digital versatile disc (DVD) player; access to a comprehensive selection of musical discs and popular movies and complimentary wired and wireless broadband access.
- If the specific room type is full, we will reserve the next category of rooms available.

**PAYMENT:**

by Company account  Room Only  Room + Breakfast  All Expenses

Please send bill to the following address for settlement

Attention to: \_\_\_\_\_

Address: \_\_\_\_\_

by Guest

- Room rate are included broadband Internet service

**RESERVATIONS GUARANTEE:**

- by Company
- by Credit Card - please email below details to <hongkong.reservations@hyatt.com> along with the reservation details
  - Card Number with Expiry Date
  - Name of Card Holder
  - Type of Credit Card: American Express / Diners Club / Mastercard / Visa / JCB

Room reservations without guarantee details will not be processed.

**TERMS & CONDITIONS:**

- ◆ Check-in time is after 2:00 pm. Check-out time is before 12:00 noon.
- ◆ Guaranteed early arrival should be reserved the night before and charged accordingly.
- ◆ Cancellation or amendment of stay must be made before 24 hours prior to arrival, otherwise a penalty of one night accommodation charge will be applied.
- ◆ No-show on the specified date of arrival will be subject to one night charge as cancellation fee. The reservation will be released at 12noon after the no show date.

Caller (Full Name): \_\_\_\_\_

Email: \_\_\_\_\_

Approved by (Full Name): \_\_\_\_\_

Position: \_\_\_\_\_

Faculty/Dept/Office: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

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