

To : Ms Pat Chan
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Date : _____

Conference

**Translation and Time:
 Exploring the Temporal Dimension of Cross-cultural Transfer
 December 8-10, 2016
 Department of Translation
 The Chinese University of Hong Kong**

From _____
 Your Name 姓名 _____
 E-mail 電郵地址 _____
 Fax Number 傳真號碼 _____ Telephone Number 電話號碼 _____
 Surname 姓 _____ First Name 名 _____

1) Mr先生 / Mrs女士 / Miss小姐 : _____
 2) Mr先生 / Mrs女士 / Miss小姐 : _____

Arrival Date 入住日期 : December _____, 2016 Flight 航班: _____ Time 時間 : _____
 Departure Date 退房日期 : December _____, 2016 Flight 航班: _____ Time 時間 : _____

Transportation 交通 : Free round trip Airport Shuttle Bus (maximum for two persons) : () arrival () departure
 Limousine (豪華轎車) at HK\$720 () per way (subject to change without prior notice)

Room Types 房間種類	Dec 7-8	Dec 9-10	
Superior Room - City View (標準客房)	HK\$600	HK\$680	()
Deluxe Room - Mountain View (豪華客房)	HK\$700	HK\$780	()
Prime Deluxe Room - River View (特選豪華客房)	HK\$800	HK\$880	()

Free in-room internet access for 4IP

Buffet Breakfast 自助早餐 HK\$80 () per person 1 位
 Extra Bed HK\$150 () per night

Privileges
 Free in-room internet access for 4 IP address per room

Executive Club 行政樓層	Dec 7-8	Dec 9-10		Dec 7-8	Dec 9-10	
Superior Room (標準客房)	HK\$900	HK\$980	Single 單人 ()	HK\$1050	HK\$1080	Double 雙人 ()
Deluxe Room (豪華客房)	HK\$1000	HK\$1080	Single 單人 ()	HK\$1150	HK\$1180	Double 雙人 ()
River View Room (河景)	HK\$1100	HK\$1180	Single 單人 ()	HK\$1250	HK\$1280	Double 雙人 ()

- Free continental breakfast, in-room internet access for 4 IP address, use of Executive Club Lounge including afternoon tea and evening cocktail
 All above rates are subject to 10% service charge per room per night 上述價格另加10%服務費

The above offers are applicable on December 7-11, 2016 inclusive; Availability is valid on or before November 7, 2016 and FINAL confirmation will be subject to room availability and quote.

Special Request 特別要求 : Double Bed 單人房 () Twin Bed 雙人房 () Non-Smoking 非吸煙 ()

* Request of preferences is subject to hotel's availability and confirmation

Guaranteed Arrival By (保証入住)

Name print on Credit Card 信用卡持有人姓名 : _____
 Card Type 信用卡種類 : VISA () MASTER () DINERS ()
 Credit Card Number 信用卡號碼 : _____
 Expiry Date 有效日期 : mm/yy(月/年) _____

Shuttle Bus Service - Bus schedule is subject to change without prior notice. Hotel bears no liability for guests taking this shuttle bus service under all circumstances. Regal Riverside Hotel shall not be held liable for any losses/damages/injuries of guests taking shuttle bus services service and your company shall hold Regal Riverside Hotel harmless & shall indemnify/keep indemnifying Regal Riverside Hotel for all losses or expenses so incurred in relation to any claims arising out of the shuttle bus services.

Guarantee / Cancellation - The above booking(s) is/are guaranteed by your credit card once the reservation is confirmed, whole period stay per confirmed booking will be applied in case the guest(s) do not show up on the scheduled arrival date, any amendment or early departure / cancellation is received 30 days prior to the arrival date.