

Royal Plaza Hotel is proud to be one of the **Official Hotels** of the conference of The University of Hong Kong, Department of Chemistry – 5<sup>th</sup> Asian Conference on Coordination Chemistry. 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 and is only about 30-40 minutes from The University of Hong Kong. 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**

**5<sup>th</sup> Asian Conference on Coordination Chemistry**

Department of Chemistry – The University of Hong Kong

(Validity: 11 – 17 July, 2015)

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 (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"/> \$1,400.00	<input type="checkbox"/> \$1,530.00	<input type="checkbox"/> \$1,660.00
Special Request (if any)	<input type="checkbox"/> One King bed (6'x6') <input type="checkbox"/> Two Double beds (5'x6' and 5'x6') (Supplement charge at \$200+10% will be applied)		
Transportation <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) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure <input type="checkbox"/> Round Trip (HK\$680 per car one way) ♦ Airport Shuttle <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			

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

**Remarks:**

- Reservation request form must be submitted to Royal Plaza Hotel **on or before 15 May, 2015**. 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 1 June, 2015**.
- 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 \_\_\_\_\_