



Please return this form by
Thursday, October 30, 2008.

Ms Lesley Xie - Reservations Department
Grand Hyatt Beijing
Beijing Oriental Plaza, 1 East Chang An Avenue
People's Republic of China

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**IPR Roundtable 2008
November 05 - 07, 2008 – Grand Hyatt Beijing
Reservation Form**

RESERVATION DETAILS

Check-in Date: _____	Arrival Flight: _____	ETA: _____
Check-out Date: _____	Departure Flight: _____	ETD: _____
Last Name: _____	First Name: _____	
Company: _____	Title: _____	
Booking Contact: _____	Business Phone: _____	
Fax: _____	Email: _____	

<u>Room Type</u>	<u>Rate</u>	<u>Number of Rooms</u>	<u>Number of Adults/Children</u>
Grand Room _____	CNY2,050	_____	/
Grand Room _____	CNY2,550	_____	/
Grand Room _____	CNY2,650	_____	/
Grand Room _____	CNY3,100	_____	/
Grand Room _____	CNY3,550	_____	/

Preference: Smoking Non-smoking Extra bed available at CNY180 Twin
Loyalty Program: Gold Passport # _____ Frequent Flyer (Airline / FF#): _____

Remarks: _____

- All rates quoted are subjected to 15% surcharge on a per room per night basis.
- Twin beds are available only for Grand Rooms, Club Rooms and Grand Suites.
- All Grand Club guests are entitled to daily complimentary continental breakfast and evening cocktails served in the exclusive Grand Club Lounge on 17th floor. A supplement of CNY180 per person daily is applicable to triple occupancy for Grand Club bookings
- If the specific room type is full, we will reserve the next category of rooms available.
- Preferences indicated are not on guaranteed basis but subject to availability.

TRANSPORTATION

Limousine Transfer Required: Audi A6 between the Beijing Capital Int'l Airport and the Hotel can be arranged at CNY520 per car per way. Arrival Departure

RESERVATION GUARANTEE

A credit card guarantee is required at the point of reservation.

Guest Name: _____

Guaranteed by: Credit Card: AMEX / Diners / JCB / Mastercard / Visa _____

Cardholder's Name: _____ Signature: _____

Credit Card Number: _____ Expiry Date: _____

CANCELLATION

- Any non-guaranteed reservations will automatically be released by **Thursday, October 30, 2008** without prior notice.
- Any **cancellation after Thursday, October 30, 2008 will result in 100% payment of entire stay.** This fee will automatically be charged to the credit card given as guarantee.

TERMS AND CONDITIONS

- To enjoy the room block of IPR Roundtable 2008, this form is required to reach the hotel by **Thursday, October 30, 2008.** Reservation received thereafter will be confirmed subject to availability at prevailing rates.
- Check-in time is after 14:00hrs. Check-out time is before 12:00hrs. For any guests who would like immediate guaranteed access to their rooms prior to 14:00hrs check-in time, the room should be reserved from the previous evening. This will incur an additional one-night accommodation charge.
- Any no-show on the specified date of arrival or early check-out on the specified date of departure will be charged for the whole duration reserved as cancellation fee.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.

Hotel Internal Use Only

Confirmation Date: _____

Confirmation No. _____