

2019 ILA-ASIL Asia-Pacific Research Forum

RESERVATION FORM (RLB33699) (5/16-5/19 , 2019)

Reservation Information

Mr
Guest Name : Ms _____
 Mrs (Last name) _____ (First name)

Contact Method : Tel No: +()-()- _____ Fax No: +()-() _____
Email : _____

Room Types : Standard single room: NT\$ 1,950 per night
 Semi-Suite(one queen size bed): NT\$ 3,420 per night
 Semi-Suite(two standard single beds): NT\$ 3,420 per night

Arrival Date : _____ **Departure Date** : _____

Guarantee Information :

Credit Card VISA Master American Express
 JCB Diners
Cardholder's Name _____
Credit Card No. _____
Expiry Date _____
Cardholder's Signature _____

Hotel Remarks

1. Room Rate is inclusive of breakfast, tax and 10% service charge.
2. Check-in time after 3:00pm, check-out time before 12:00 noon
3. **Reservation in advance is required and subject to availability .**
4. Smoking is prohibited inside The Howard Civil Service International House Taipei.
5. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2333 or email: rv2107-ih@howard-hotels.com.tw before **16 March, 2019**
6. **For no-show or cancellation within 48 hours, one night deposit will be charged.**
7. **Please contact with us by e-mail or fax if you have not receive the confirmation.**
8. If you need pick-up services, we will request a pre-authorization for the amount of transportation in advance from the credit card details you provided. Any no-show or cancellations within 24 hours will incur a charge of 100% transportation fee.

Transportation Arrangement (from Taoyuan Airport to the Hotel)

- No need
- Benz (1~3 persons, NT\$1,700/per trip), the number of persons: _____
Check in date : _____ Flight No. : _____ arrival time : _____
- Mini-Van (3~7 persons, NT\$2,100/per trip), the number of persons: _____
Check in date : _____ Flight No. : _____ arrival time : _____

Howard Civil Service International House Taipei

No. 30, Hsin Sheng South Road Sec. 3, Taipei, Taiwan 106, R.O.C.

E-mail : rv2107-ih@howard-hotels.com.tw ; Fax: +886-2-7712-2333 ; Phone: +886-2-7712-2323