

RESERVATION FORM

Event Name: IEEE Communications Society 25-30 May, 2008

Please **Fax or Email** this form to **Our Reservation Dept at 86-21-63595722** or at reservations@radisson-nw.com,
or via www.radisson.com/shanghaicn_newworld by the Group Block Code: **COMSOC**

Mr./Mrs./Ms. – Surname: _____ First Name: _____

Title/ Company: _____

Address: _____

Tel: _____ Fax: _____ Email: _____

Accommodation:

Arrival / Check-in Date: _____ Flight / ETA: _____

Departure / Check-out Date: _____ Flight / ETD: _____

Airport Pick-up: _____ (Yes/No)

Request Late Check-in (please tick): _____ Time: _____: _____ (will be approved by hotel)

Request Late Check-out (please tick): _____ Time: _____: _____ (will be approved by hotel)

CHECK-IN TIME IS 14:00 AFTERNOON.

CHECK-OUT TIME IS 12:00 NOON. Extended use of rooms till 6:00 pm one day of departure is subject to half day's rate. Thereafter, a full day's room rate will be applicable.

Reservations will be held till 6pm only, unless guaranteed with Credit Card. Guaranteed reservations will be held regardless of arrival time and will incur a cancellation charge of 1 (one) night rate for no-show.

Room Preference (Please tick one) :

_____ Smoking / _____ Non-smoking _____ Double beds / _____ King size bed

_____ Superior Room: *Special rate RMB1150+15% service charge (now to Feb.25, 2008)*

_____ Deluxe Room (mini-suite): *Special rate RMB1350+15% service charge (now to Feb.25, 2008)*

After Feb.25, 2008, the following discount rates are available with the reservation via fax or email only:

_____ Superior Room: *RMB1350+15% service charge, if available.*

_____ Deluxe Room (mini-suite): *RMB1550+15% service charge, if available.*

Additional chargeable breakfast costs at RMB100+15% per person on pre-booked basis, which will be added on room rate.

Special request for room: _____

The credit card information will be requested to guarantee your booking. After Mar.31, 2008, if you cancel the reservation guaranteed by your credit card, the first night room expense will be charged from your credit card as compensation without notification in advance.

Credit Card (Please tick one) : _____ American Express _____ Visa _____ Master Card _____ Others

_____/_____
Credit Card Number Expiry Date Cardholder's signature

Cut off date: 17:00pm on 25 Feb, 2008 (New York EST)

Please contact our Sales Manager Mr. Jackson Yuan at 86 21 6359 9999*4019 or jyuan@radisson-nw.com for any further assistance.

For hotel use only

Confirmed by _____ Date _____

Confirmation number _____

Comments _____

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