

**Hotel Reservation Form**

**2016 IEEE International Instrumentation and Measurement Technology Conference  
(IEEE I2MTC 2016)**

**May 23<sup>rd</sup> to May 26<sup>th</sup>, 2016**

Attention: Howard Plaza Hotel Taipei –Sales Dept. Ms. Tina Lin

Tel: 886-2-2326-7527 Fax: 886-2-2708-2376

E-mail: [nicole\\_lu-tp@howard-hotels.com.tw](mailto:nicole_lu-tp@howard-hotels.com.tw)

New Booking  Amendment  Cancellation Date :        /        /

**A. Guest Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)**

Salutation:  Mr.  Mrs.  Ms.  Dr.  Prof.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Nationality: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Arrival Date (mm/dd): \_\_\_\_\_ Flight No : \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Departure Date (mm/dd): \_\_\_\_\_ Flight No : \_\_\_\_\_ Departure Time: \_\_\_\_\_

**B. Room Type**

<input type="checkbox"/> Superior King	NT\$ 4,500 +10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Superior Twin	NT\$ 5,000+10% (with TWO daily buffet breakfast)
<input type="checkbox"/> Deluxe Single	NT\$ 4,800 +10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Deluxe Studio	NT\$ 5,400 +10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Rosewood Club Superior King	NT\$ 5,200 +10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Rosewood Club Deluxe Single	NT\$ 5,500 + 10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Rosewood Club Junior Suite	NT\$ 6,600 +10% (with ONE daily buffet breakfast)
<input type="checkbox"/> Rosewood Club Deluxe Suite	NT\$ 6,900 +10% (with ONE daily buffet breakfast)

- Official check-in time is at 15:00 p.m. and check-out time is at 12:00 p.m.. Check-in require prior to 12:00 p.m. will subject to additional one night room charge.
- The Hotel will send a written confirmation upon receipt of the completed form.
- Rooms are available on a first-come, first served basis. Reservations are NOT confirmed until the hotel sends a confirmation number.

**C. Airport Transportation (from Taoyuan airport to hotel)**

- Limousine at NT\$1,995 per car per trip for a maximum of 2 passengers with one luggage each; the number of persons: \_\_\_\_\_
- Private seven-seated van at NT\$2,500 per car per trip for a maximum of 5 passengers with one luggage each; the number of persons: \_\_\_\_\_
- Guest Own Arrangement

\*Airport pick-up service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge.

**D. Payment Details**

Credit Card:  Master Card  Visa  JCB  AE  Diners

Card No: \_\_\_\_\_ Expiry Date: \_\_\_\_\_ / \_\_\_\_\_ (MM/YY)

Card Holder Name (printed): \_\_\_\_\_ Security Code:

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

- No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged.
- Above listed rates are only applicable from May 20 to May 30, 2016
- Please fill this form out, fax or email back to us to make accommodation reservation. Kindly, return it by **April 15, 2016** to receive this special accommodation offer. The Howard Plaza Hotel Taipei will send a written confirmation upon receiving of this form. We look forward to serving you and please do not hesitate to contact us if you inquire further assistance.