

HILTON TOKYO
2015 Asia Pacific Meeting of ISMPP, Wednesday, 2nd September 2015
Hotel Reservation Form

ISMPP has arranged special discounted room rates at JPY31,444 / JPY34,771 nett (Deluxe Single / Double & Twin) per room per night inclusive of daily Buffet Breakfast (subject to room & rates availability) for 31st August to 2nd September 2015 at Hilton Tokyo. Please reserve your room with Hotel directly **before Friday, 31st July 2015**, by providing credit card number & expiry date to Ayako Iwaki at ayako.iwaki@hilton.com:

Please complete and return this form in the following:

Ayako Iwaki – Sales Manager

Email: Ayako.Iwaki@hilton.com

*As soon as I receive your application form, I will send you a room confirmation. Your booking will not complete and room will not be secured until confirmation number is issued. Please make sure you receive the confirmation letter from the hotel and kindly contact the hotel if you do not receive it within 1 week of your request.

Please type or print in block letters, and check below:

Name: Prof. Dr. Mr. Ms.

Family Name _____ Given Name _____

Address _____

Postal Code _____ Country _____

Phone _____ Email _____

* Please note that checking-in time is from 14:00 and checking-out time is by 11:00.

<Hotel Accommodations Information>

Arrival Date: _____ Departure Date: _____

Flight Schedule: arriving at _____ (airport) on _____ (date)by _____ (flight#)

(Please circle one of them): Single use or Double/Twin use

Room Type: Deluxe Room (Single/Double use)

Room Rate: Single use **JPY31,444** / Double/Twin use **JPY34,771**

*Above rate is inclusive of breakfast, standard in room internet, service charge and taxes.

*Bed type will be either Twin, Queen or King bed and it will be confirmed as availability basis upon arrival.

*Self - payment upon departure.

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< Hotel Cancellation Policy >

- The reservation can only be confirmed with a credit card number + expiry date. All cancellation should be cancelled on writing.
- Any cancellation received after 1st August 2015 (as well as no-shows or early departure) will incur cancellation charges equal to the entire stay, included, in this case, any taxes and/or expenses that they could have earned, and it will be imputed as cost of opportunity.

<Credit Card Information for Guarantee>

(Please circle one of them) Visa Master Amex Diners Club

Card# _____ - _____ - _____

Name of card holder: _____ Expiration date: _____ / _____

Authorized signature: _____

Today's date: _____ Signature _____

(This application will become valid upon receipt of confirmation from the Hilton Hotel Tokyo)

Hilton Tokyo
6-2 Nishi-Shinjuku 6-chome, Shinjuku-Ku, Japan 160-0023