



MARRIOTT
HONG KONG SKYCITY
香港天際萬豪酒店

IB Global Conference, Hong Kong 2019 23-26 March 2019

Hotel Reservation Form

The Hong Kong SkyCity Marriott Hotel has been chosen as one of the selected hotels for the IB Global Conference, Hong Kong 2019. Please complete this form and kindly return to us on or before 21 February 2019, Thursday. For any reservations received after the cut-off day (i.e. 21 February, 2019, Thursday), both rooms and rates will be subject to availability.

The special group rate may be adjusted to our Best Available Rate should all rooms be sold out within the room block held between International Baccalaureate Organization and the Hong Kong SkyCity Marriott Hotel.

(Commencing April 2018, our guestrooms will be refreshed one floor at a time and guest experience may be minimally affected.)
(All fields marked with an asterisk "" are compulsory for reservation purpose.)*

(Circle One) Mr./Ms./Mrs. Surname*: _____ First Name*: _____

Company*: _____ Title: _____

Address: _____

Telephone*: (_____) _____ Fax Number*: (_____) _____

E-mail*: _____ Marriott Rewards No. _____

Arrival Date*: _____ Flight/Time: _____

Departure Date *: _____ Flight/Time: _____

Special delegation room rate*:

Deluxe Room

From 23 to 26 March 2019 (3 nights): **HK\$1,680*** (with 1 daily buffet breakfast)

**The above room rate is quoted on a per room per night basis, subject to 10% service charge.*

**Room rate is for single or double occupancy.*

**Rooms are offered on a first-come-first-serve basis.*

**Complimentary internet access is available in all rooms.*

Preferred Room Category (Subject to availability upon check in):

Bed Type Room Type

King-sized bed: Two double beds:

Special Request: _____

Check In: 1400 hr / Check Out: 1200 hr

DATA PRIVACY POLICY

The personal data collected in this form will be used for the purpose of providing you with hotel services during your stay with us. The Data you provide to us will be kept by us in the suitable environment and only for as long as is appropriate. You have the right to request access to and correction of your personal data, please contact privacy@marriott.com; for more information about our privacy policy, please visit www.skycitymarriott.com

GUARANTEED RESERVATION

An advance deposit for one night stay is required for reservation. Please send the bank-in slip as advance deposit within 3 days upon receiving the confirmation number of the reservation. Another bank-in deposit for remaining nights of stay is required on or before 21 February 2019 (Thursday).

If the advance deposit could not be received as the above schedule, the reservation will be cancelled. Prepayment is non-refundable.

If you wish to guarantee the reservation by credit card prepayment, please find the reservation link here: [Reservation Link- IB Global Conference, Hong Kong 2019](#)

Bank Account Detail for your reference.

Name: UNION SKY HOLDINGS LTD TRADING AS HONG KONG SKYCITY MARRIOTT HOTEL
Bank Code: 004 (for local wire payment)
A/C No: 808-511125-292 (HKD) / 808-511125-274 (USD)
Bank: Hong Kong & Shanghai Banking Corporation Ltd
Address: 1 Queen's Road, Central, Hong Kong.
Swift Code: HSBCHKHHHKH (for overseas wire payment)

CANCELLATION POLICY

Should the guest fail to arrive on confirmed arrival date, the one-night stay prepayment made will be charged as a "no show" charge of one night. Should the guest be "no show" for the entire reserved period, the remaining nights of stay prepayment made will be charged as a "no show" charge of the remaining nights of stay.

The one-night stay prepayment made will be charged as cancellation charges for any individual's room cancellation are made on or before 21 February 2019 (Thursday).

Full room rental for the original entire period of stay will be charged as cancellation charges for any individual's room cancellation or shortened of stay are notified after 21 February 2019 (Thursday).

Individual may substitute another person in his/ her place at no additional charge or penalties 3 days prior to the group arrival. Any shorten of stay after cut-off date, 100% charge of whole cancelled room nights will be applied as penalty. Any lengthen of stay will be subject to the Hotel's rooms availability.

To guarantee your reservation, please submit this form by **21 February 2019 (Thursday)** to:

Reservations Department
Fax no. : (852) 3969 2023

*Please note that hotel guest rooms and special rate are subject to availability. Hotel would recommend submitting this reservation form as soon as possible to confirm your reservation.

For enquiry; please contact the hotel on:

Tel : (852) 3969 2028
Email : mhrs.hkgap.reservations@marriott.com

Tel : (852) 3969 1888
Email : mhrs.hkgap.ays@marriott.com

Your reservations will be confirmed (within 2 business days) ONLY when you receive a final confirmation message with the confirmation number from the hotel.

OFFICIAL USE

Confirmation No.: _____

Confirmed by : _____

Date : _____