

**For special IEEE ICMA 2015 rate  
Please return this form Via Fax or E-mail  
before July 20, 2015**

**Miss Nancy - Sales Manager of Marketing Dept.  
Beijing Friendship Hotel**  
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**RESERVATION DETAILS**

Check-in Date: \_\_\_\_\_ Arrival Flight: \_\_\_\_\_ ETA: \_\_\_\_\_  
 Check-out Date: \_\_\_\_\_ Departure Flight: \_\_\_\_\_ ETD: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Company: \_\_\_\_\_ Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email: \_\_\_\_\_ Nationality: \_\_\_\_\_  
 Passport No: \_\_\_\_\_ Visa Type & No: \_\_\_\_\_

Hotel	Room type	Room Rate(RMB) One breakfast	Check-in date	Check-out date
<b>Deluxe Suite room in Building 1( 5 star)</b>	<b>King size bed</b> <input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking	<b>980 RMB</b>		
<b>Standard room in Building 4( 4 star)</b>	<b>Twin or double</b> <input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking	<b>560 RMB</b>		
<b>Standard room in Building 2 ( 4 star)</b>	<b>Twin or double</b> <input type="checkbox"/> Smoking <input type="checkbox"/> Non-Smoking	<b>490 RMB</b>		

- The above rate for Building 1 has complementary for swimming and gyms.
- The extra breakfast in Building 1 is 80rmb/day/person, the extra breakfast in Building 2 and 4 is 50rmb/day/person. All rate quoted are net and on a per room per night basis.
- If the specific room type is full, we will reserve the next category of rooms available.

**RESERVATION GURARANTEE**

A credit card guarantee is required at the point of reservation.

Guaranteed by:  Visa  Master  JCB  AMEX  Diners

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Expiry Data: \_\_\_\_\_

**TERMS AND CONDITIONS**

- To enjoy the room block, this form is required to reach the hotel by **July 20, 2015**. Reservation received thereafter will be confirmed subject to availability at prevailing rates.
- Check-in time is after 14:00hrs. Check-out time is before 12:00hrs. For any guests who would like immediate guaranteed access to their rooms prior to 14:00hrs check-in time, this will be subject to availability
- Any no-shows or cancellations received not within 24 hours notice, the cost of one nights room charge will be charged to credit card.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.