

## The 1st Pan-Pacific TELL Conference ( PPTTELL 2018 )

RESERVATION FORM (RLB30043) ( 10/3 - 10/6 , 2018 )

### Reservation Information

Mr  
**Guest Name** :  Ms \_\_\_\_\_  
(Last name) (First name)

**Contact Method** : Tel No: +( )-( )- Fax No: +( )-( )  
Email : \_\_\_\_\_

**Room Types** :  Standard single room: NT\$ 1,950 per night  
 Semi-Suite (one queen size bed): NT\$ 3,420 per night  
 Semi-Suite ( two standard single beds ): NT\$ 3,420 per night

**Arrival Date** : \_\_\_\_\_ **Departure Date** : \_\_\_\_\_

### Guarantee Information :

Credit Card  VISA  Master  American Express  
 JCB  Diners

Cardholder's Name \_\_\_\_\_

Credit Card No. \_\_\_\_\_

Expiry Date \_\_\_\_\_

Cardholder's Signature \_\_\_\_\_

### Hotel Remarks

1. Room Rate is inclusive of breakfast , tax and 10% service charge.
2. Check-in time after 3:00pm, check-out time before 12:00 noon
3. **Reservation in advance is required and subject to availability.**
4. Smoking is prohibited inside The Howard Civil Service International House Taipei.
5. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2333 or email: [rv2102-ih@howard-hotels.com.tw](mailto:rv2102-ih@howard-hotels.com.tw) before **August 3 , 2018**
6. **For no-show or cancellation within 48 hours, one night deposit will be charged.**
7. **Please contact with us by e-mail or fax if you have not receive the confirmation.**
8. **If you need pick-up services, we will request a pre-authorization for the amount of transportation in advance from the credit card details you provided. Any no-show or cancellations within 24 hours will incur a charge of 100% transportation fee.**

### Transportation Arrangement ( from Taoyuan International Airport to the Hotel )

- No need
- Benz ( 1~3 persons, NT\$1,700/per trip), the number of persons: \_\_\_\_\_  
Check in date : \_\_\_\_\_ Flight No. : \_\_\_\_\_ arrival time : \_\_\_\_\_
- Mini-Van ( 3~7 persons, NT\$2,100/per trip), the number of persons: \_\_\_\_\_  
Check in date : \_\_\_\_\_ Flight No. : \_\_\_\_\_ arrival time : \_\_\_\_\_

Howard Civil Service International House

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