| Description: C:\Users\pc\Desktop\Conrad_Seoul.jpg  **Conrad Seoul Reservation Form**  2024 KIS  November 10-12, 2024 | **Conference Reservation**  Conrad Seoul  10 Gukjegeumyung-ro (Yeouido),  Yeongdeungpo-gu, Seoul 07326, Korea  Phone:82-2-6137-7777  **Email:**  Conradseoul\_GroupReservations@hilton.com |  |
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| **RESERVATION DETAILS** | | | | | | | | | | | | | | | | | |  |
| Check-in Date: | |  | | | | | Arrival Flight: | |  | | | | ETA: | | |  | |  |
| Check-out Date: | |  | | | | | Departure Flight: | |  | | | | ETD: | | |  | |  |
| ☐ Dr ☐ Mr | | ☐ Ms | | | | |  | |  | | | | | | | | |  |
| Last Name: | |  | | | | | First Name: | |  | | | | | | | | |  |
|  | |  | | | | |  | |  | | | | | | | | |  |
| Company: | |  | | | | | Title: | |  | | | | | | | | |  |
| Booking Contact: | |  | | | | | Phone: | |  | | | | | | | | |  |
| Fax: | |  | | | | | Email: | |  | | | | | | | | |  |
| Country: | |  | | | | | City: | |  | | | | | | | | |  |
| Hilton Honors #: | | | | | | | | | | | | | | | | | | |
| **Room Type** | | | | |  | **Rate** | | | | **Number of Rooms** | | |  | **Number of Adults/Children** | | | | |
|  | **Deluxe Room with Breakfast & Standard Internet** | | | |  | **KRW 350,000+ / (Single Occupancy)** | | |  |  | | |  |  | | / |  |  |
|  | **Premium River view Room with Breakfast & Standard Internet** | | | |  | **KRW 390,000+ / (Single Occupancy)** | | |  |  | | |  |  | | / |  |  |
|  | Preference:☐ King ☐ Twin | | | | | | | | | | | | | | | | | |
| Remarks: | |  | | | | | | | | | | | | | | | |  |
| * **All rates are subject to 10% VAT. No service charge will be applied.** * **Quoted bedroom rates will be offered, based on availability to summit attendees 3 calendar days before and 3 calendar days after the Event Dates.** * **Executive rooms are includes ‘Executive Lounge’ access all day (07:00 – 22:00). Executive lounge includes Check in & out service; breakfast and cocktail hour are served only at the lounge.** | | | | | | | | | | | | | | | | | |  |
| **TRANSPORTATION** | | |  | | | | | | | | | | | | | | |  |
| Limousine Transfer Required: | | | -Airport pick up & sending service to Conrad Seoul & Incheon International Airport : KRW 225,000 per car (subject to 10% tax)  -Any cancellations or amendments must be received at least 24 hours prior to the expected arrival date | | | | | | | | ☐ Arrival | | | | ☐ Departure | | |  |
| **\*** We suggest Airport Limousine Bus that runs every 20 mins. between Incheon International Airport & Conrad Seoul #6007. Rate at KRW 17,000 / trip. | | | | | | | | | | | | | | | | | |  |
| **RESERVATION GUARANTEE** | | | | | | | | | | | | | | | | | |  |
| **A credit card guarantee is required at the point of reservation. Please note that any cancellations or amendments must be received at least 30 days prior to the expected arrival date. Any late cancellations or no shows will be charged the entire period of stay.** | | | | | | | | | | | | | | | | | |  |
| Guaranteed by: | | | | ☐ Credit Card: | | | | | | | | | | | | | |  |
| Cardholder’s Name: | | | |  | | | | Signature: | | | |  | | | | | |  |
| Credit Card Number: | | | |  | | | | Expiry Date: | | | |  | | | | | |  |
| CANCELLATION POLICY No penalty for cancellations or shorten stay made **30 days** prior notice from arrival date.  Any late cancellations or no shows will be charged the entire period of stay. | | | | | | | | | | | | | | | | | |  |
| TERMS AND CONDITIONS | | | | | | | | | | | | | | | | | |  |
| * To enjoy the room block of **2024 KIS**, guest rooms will be provided with special rate upon hotel availability. * Reservation received thereafter will be confirmed subject to availability at prevailing rates. * **Check-in time is at 16:00hrs. Check-out time is at 11:00hrs**. For any guests who would like immediate guaranteed access to their rooms prior to 16:00hrs check-in time, the room should be reserved from the previous evening. This will incur an additional one-night accommodation charge. * This form must reach the hotel **no later than Friday, 11 October 2024.** * By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy. * Hilton Honors members are entitled to earn hotel points. To enroll, please visit vwww.hiltonhonors.com | | | | | | | | | | | | | | | | | |  |