**Hotel Reservation Form**

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| **For those who wish to make a hotel reservation through the Secretariat of AEPSE2019,**  **Please be sure to complete your registration before submitting your hotel reservation form.**  **Please fill out the hotel reservation form and send it.**  **Upon receipt of the completed form with appropriate payment, a confirmation letter will be sent via email.**  Personal Information (Please fill in the blanks and check the appropriate box below.) | | | | | | | |
| Title | ❑ Mr. ❑ Ms. ❑Dr. ❑ Prof. ❑ Others | | | | | | |
| **First name1\*** |  | | | **Last Name1\*** | |  | |
| Country |  | Organization |  | | Position | |  |
| Phone  *(incl. country number)* |  | Mobile  *(incl. country number)* |  | | Fax  *(incl. country number)* | |  |
| **Email2\*** |  | | | | | | |
| For Koreans (These blanks are Only for Koreans.) | | | | | | | |
| **국문 성명** |  | | | | | | |

1) **Name** indicated on this form should be the same as the one in **your passport** for security reasons.

2) **E-mail**should be the same as the one you use for your sign-upwhen registering for AEPSE2019

[General Announcement]

Accommodation Reservation Deadline : August 09 (Fri.), 2019 (Based on Korean Time, GMT+9hrs)

◉Please note that room reservations are made on **a first-come, first-served basis**, but room availability cannot be guaranteed even before the deadline as the conference period lies within the peak season.

◉Hotel reservations are handled by theAEPSE2019 Secretariat; therefore, do not contact the hotel directly for any changes or cancellation.

◉Hotel room allocations will be made on a first-come, first-served basis.

◉Early check-in (before 14:00) & late check-out (after 12:00) depend on room availability and additional fees for early check-in and/or late check-out will be charged toa participant’s personal bill.

***\*Check-in and check-out times may vary. For the times of each hotel, contact theAEPSE2019 Secretariat.***

◉For a group reservation, you are required to send an email directly to the AEPSE2019 Secretariat.

**[Payment Information]**

◉The below rates are per room per night.

◉The reservation form must be accompanied by a one night deposit with credit card information to guarantee

your reservation.

At the end of your stay the balance will be charged upon check-out.

◉Tax and service charges of each room are included in the room rate.

◉Additional expenses such as breakfast, mini-bar, laundry service, etc. are the participant’s responsibility and

should be paid to the hotel when you check out.

◉Valid credit card information is required to secure room reservation.

◉All room rates will be charged in Korean Won.

◉Cancellation and refund policies are according to the rules of each hotel.

◉The below rates only apply to AEPSE2019 participants.

◉Confirmation letter will be sent within a week from the day you make a reservation; otherwise,

Please contact the AEPSE2019 Secretariat by email. **( aepse2019@gmail.com )**

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|  | | | |
| Hotel Name | MAISON GLAD JEJU | Room Type |  |
| Check-in Date |  | Check-out Date |  |
| No. of Nights |  | No. of People |  |
| Breakfast  \*Cost will be charged | ( ) Persons | Bed type for double occupancy | ❑ Double**3\*** ❑Twin**4\*** |
| Accompanying Person’s Name | ❑ Mr. ❑Ms. First Name: Last Name: | | |
| Special Request (Check if applies) | ❑ No smoking, if available ❑ Others ( ) | | |
|  |  | | |

**3)Double**: 1 bed, **4)Twin**: 2 separate beds

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| Payment Method (Please put your payment details on the below form.) | | | |
|  | | | |
| **❑ Credit Card** | | | |
| Card type | ❑ Visa ❑ MasterCard ❑ Amex  ❑Other ( ) | Card Number |  |
| Expiry Date  *(month/year)* |  | Holder’s Name |  |
| *Signature* |  | CVV/CVC/CID Number |  |
| *\* Visa (3 digit CVV: Card Verification Value*  *\* MasterCard (3 digit CVC: Card Validation Code)*  *\* Amex card (4 digit CID: Card Identification Number)* | |  | |
| *\* We guarantee that we will not use/share your credit card information for other purposes.* | | | |

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| **AEPSE2019 Secretariat**  **Email: aepse2019@gmail.com | URL: www.aepse.org** |