

<b>Booking Deadline:</b> <b>October 17, 2014</b>
<b>For Official use only</b>

**The Hong Kong Institute of Education**  
**The Asia Pacific Educational Research Association (APERA) International Conference**  
**November 18-22, 2014**

Strategically located in Shatin, the 539-room **Courtyard by Marriott Hong Kong Sha Tin** features stylish rooms with tranquil views of the Shing Mun River, offers smart and practical choices to make your stay energized and productive. A mere 5-minute walk to the MTR Shek Mun Station (Exit C) on the Ma on Shan Line, the hotel is conveniently accessible to the whole of Hong Kong via Mass Transit Railway (MTR), especially to Lo Wu and Lok Ma Chau at Shenzhen, making it ideal for business or leisure guests travelling to Mainland China. The hotel is only 10 minutes from The Chinese University of Hong Kong and 30 minutes from The HK International Airport.

Located on the second floor of the hotel, **MoMo Café** is a modern all-day dining restaurant serving breakfast, lunch and dinner buffet, and a la carte options. With stylish decor, **Lobby Lounge** makes a refreshing and energizing rendezvous, offering signature cocktails, fine wines and exquisite snacks for guests' pleasure.

For more details, please visit our web site: [www.courtyardshatin.com](http://www.courtyardshatin.com)

**To: Courtyard by Marriott Hong Kong Sha Tin**  
 Address: 1 On Ping Street, Shatin, N.T., Hong Kong

**Contact Person: Ms Yvonne Chan, Event Manager**  
 Tel No. : (852) 3940 8877 Fax: (852) 3940 8822 E-mail: [yvonne.chan@courtyard.com](mailto:yvonne.chan@courtyard.com)



**Personal Particulars**

Participating Show	<b>The Asia Pacific Educational Research Association (APERA) International Conference 2014</b>		
Name as shown on passport (Mr. / Mrs. / Ms.)	Surname	First Name	
Mobile Number	Office Number	Fax Number	Country
Email Address			

**Hotel Accommodation** \*All special requests are subject to hotel room availability.

Check In Date	Arrival Flight No. / Time	Check Out Date	Departure Flight No. / Time
Number of Room(s)	Number of Person(s)	Room Type* <input type="checkbox"/> Single Room(1 king bed) <input type="checkbox"/> Twin Room (2 double beds)	Preference* <input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking
Deluxe Room / Room Rates <input type="checkbox"/> HK\$880+10% service charge per room per night (room only) <input type="checkbox"/> HK\$980+10% service charge per room per night (inclusive of one buffet breakfast) <input type="checkbox"/> HK\$1,080+10% service charge per room per night (inclusive of two buffet breakfasts) # All the above rates are inclusive of in-room internet access			Share room with (if applicable)

**Credit Card Guarantee (MUST COMPLETE UPON SUBMISSION)**

VISA     
  MASTER     
  DINERS     
  AMEX

**I AGREE TO PROCEED THIS RESERVATION FOR ONE NIGHT REFUNDABLE ACCOMMODATION CHARGE AS GUARANTEE VIA THE CREDIT CARD INFORMATION LISTED BELOW:**

Name of cardholder: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Credit Card No.: \_\_\_\_\_ Holder's Signature: \_\_\_\_\_

**Remarks**

- Hotel room rate is subject to 10% service charge per room per night.
- # Complimentary use of high speed internet access upon enrollment of Marriott Rewards member
- Complimentary shuttle bus from hotel to CUHK on every Monday to Friday (Subject to hotel schedule and availability)
- Hotel rates are valid for November 18-22, 2014 on Deluxe room category. Rooms are offered on a **first-come-first-serve basis**. If hotel room blocked is full, hotel will advise the availability of other room type / rates for your consideration.
- In case of any no-show, amendment or cancellation of room reservation made less than 7 days prior to your expected arrival date, one night room charge will be debited on your credit card directly.
- Payment Method: All guests must settle all payments by cash or credit card upon departure. NO credit facility for payment is allowed.
- Please return the completed form to hotel by email to [Yvonne.chan@courtyard.com](mailto:Yvonne.chan@courtyard.com) or via Fax no.: (852) 3940 8822.
- Hotel will reply to guest within 72 hours once received the reservation form.