

<b>Booking Deadline:</b> <b>October 30, 2017</b>
<b>For Official use only</b> <b>(D07)</b>

**The Education University of Hong Kong**  
**WERA Focal Meeting & HKERA International Conference 2017**  
**November 29 – December 3, 2017**

The 524-room **Courtyard by Marriott Hong Kong Sha Tin** features stylish rooms with tranquil views of the Shing Mun River, offering smart and practical choices of 4 room categories. The award winning hotel is just a 5-minute stroll 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 in Shenzhen, 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.

Strategically located, the hotel features a striking rooftop bar **LEVELthirty**, international buffet **MoMo Café**, a spacious **Lobby Lounge**, an outdoor swimming pool, a fully equipped 24-hour gym, an Executive Lounge with highly personalized details, and 4 new meeting suites with a view on the top floor and complimentary WiFi.

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 Kate Wong, Sales Manager – EBC**

Tel No. : (852) 3940 8826 Fax: (852) 3940 8823 E-mail: [kate.wong@courtyard.com](mailto:kate.wong@courtyard.com)



**Personal Particulars**

Participating Show	<b>WERA Focal Meeting &amp; HKERA International Conference 2017</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*	Preference*
	Share room with (if applicable)	<input type="checkbox"/> Single Room(1 king bed) <input type="checkbox"/> Twin Room (2 double beds)	<input type="checkbox"/> Smoking <input type="checkbox"/> Non Smoking
<b>Deluxe Room / Room Rates (per room per night)</b> <input type="checkbox"/> <b>HK\$850+10% service charge</b> (inclusive of buffet breakfast for one person) <input type="checkbox"/> <b>HK\$950+10% service charge</b> (inclusive of buffet breakfast for two persons) # All the above rates are inclusive of in-room internet access		<b>Executive Room / Room Rates (per room per night)</b> <input type="checkbox"/> <b>HK\$1,250+10% service charge</b> (inclusive of club access of maximum two persons) # All the above rates are inclusive of in-room internet access * Club Access included continental breakfast at Executive Lounge or buffet breakfast at MoMo Cafe, evening cocktail at Executive Lounge and two hours use of Executive Lounge meeting room per day (subject to availability)	

**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 WiFi
- Hotel rates are valid for November 29 – December 3, 2017 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 [kate.wong@courtyard.com](mailto:kate.wong@courtyard.com) or via Fax no.: (852) 3940 8823.
- Hotel will reply to guest within 72 hours once received the reservation form.