

The Center for Professional Education Meeting in June 2009 (07-10 June 2009)

Reservation Details

Name of Participant (Mr./Ms.) _____ Position _____
(Please underlines surname)

Company Name _____

Address _____

Telephone Number _____ Fax Number _____

E-mail Address _____

I would like to reserve: (please tick the appropriate box)

(River Wing) RMB2,000 (Single Occupancy) RMB2,200 (Double Occupancy)
Deluxe River Smoking Non – Smoking

- The above room rates are subject to 15% surcharge and prevailing government taxes
- Room assignment will be subject to availability upon making the reservation
- The above rates are exclusive of daily Buffet Breakfast, which is applicable at RMB208+15% per person and to be consumed at Yi Café (Grand Tower Level 2)
Price is subject to change without prior notice
- Guest room rates are applicable 3 (three) days prior and 3 (three) days after the event official dates for the given room categories only

Arrival Date: _____ / _____ / 2009 Departure Date: _____ / _____ / 2009
(Day) (Month) (Day) (Month)

Arrival Flight#: _____ ETA: _____ Departure Flight#: _____ ETD: _____

Airport transfer requirement

- Airport to Hotel: RMB400 net (Hongqiao Airport - SHA) / RMB620 net (Pudong Int'l Airport - PVG)
 Hotel to Airport: RMB400 net (Hongqiao Airport - SHA) / RMB620 net (Pudong Int'l Airport - PVG)

Pre-registration requirement

Passport / Visa Details

Consulate or Embassy you will apply for your Visa _____

Passport Number and Expiry Date _____

Visa Type and Expiry Date _____

Date of Birth _____ Nationality _____

All reservations to be guaranteed

I wish to guarantee my reservation: (please complete credit card/charge card details)

American Express Diners Club Master Card Visa Card JCB Card

Credit Card Number _____ Expiry Date _____

Cardholder Name (please print) _____

Guest Signature _____

Acknowledged / Confirmed

Date

Pudong Shangri-la Hotel, Reservation Department

Reservations should be made directly with Pudong Shangri-La by returning this form to fax number 86-21-68820160 on or before **07 May 2009 (Thursday)**. Any reservation request after this date will be subject to room availability basis. Special conference rate has been arranged for all participants; in order to avail of this rate, please do not course your reservation thru a travel agent. The above credit card number will serve to guarantee the room reservation. Any cancellation of guest rooms after **07 May 2009 (Thursday)** or no show will result in a late cancellation charge equivalent to full duration of stay. Early departure will be charged for the duration as originally reserved. Our Reservation Department will be re-sending the same form thru fax as an acknowledgment and confirmation of the room reservation.