*ICoLA 2024*

**25th ~ 28th, September 2024**

**HOTEL RESERVATION FORM**

|  |  |
| --- | --- |
| **Email or Fax to:** | **Lotte City Hotel MAPO** |
| **Contact Reservation Center**  **Tel : +82-2-771-1004 Fax : +82-2-777-1084**  **E-mail :** [**rsv.city.mapo@lotte.net**](mailto:rsv.city.mapo@lotte.net) **Home Page** : **https://**[**www.lottehotel.com/mapo-city/en.html**](http://www.lottehotel.com/mapo-city/en.html) |

**Please confirm the following room reservation:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ms.** | **Mr.** | **Last Name :** | | **First Name :** | |
| **Title :** | |  | | | |
| **Company :** | |  | | | |
| **Passport number:** | |  | | | |
| **Address:** | |  | | | |
| **Zip Code :** | |  | **Country :** | |  |
| **Tel :** | |  | **Fax :** | |  |
| **Mobile :** | |  | **E-mail :** | |  |
| **Arrival Date** | |  | **Departure Date** | |  |
| **Flight Number**  **(if known)** | |  | **Arrival Time**  **(if known)** | |  |
| **Room Rate(KRW)** | | 1. **Room : □ Standard : 15% Discount on website Flexible Rate** 2. **Bed : □ Double □ Twin** 3. **□ Breakfast Coupon: KRW 21,000/person (Discounted Rate) – Number of person ( )** | | | |

**\* Guest rooms at discounted rates have been reserved for conference participants in the Hotel**

**Booking Guaranteed (One night deposit MUST be made to guarantee your reservation - AGREE □ )**

|  |  |  |  |
| --- | --- | --- | --- |
| **Card Type :** |  | **Name on Card :** |  |
| **Card Number :** |  | | |
| **Signature :** |  | **Exp. Date :** | **(mm/yyyy)** |

Cancellation and No-Show Policy

* **Cancellation made 4 to 10 days prior to arrival will be charged 30% of one night room charge.**
* **Cancellation made 3 days prior to arrival will be charged 50% of one night room charge.**
* **Cancellation made 1 days prior to arrival will be charged 80% of one night room charge.**
* **Cancellation made on arrival and No-Show will be charged 100% of one night room charge.**
* **Early Check-Out will be charged one night room charge.**

<Above days are based on the local time.>