**TAAI/ICPAI 2020**

**RESERVATION FORM (RLB87063)**

### Reservation Information

- **Guest Name**
  - Mr
  - Ms
  - Mrs
  (Last name) (First name)

- **Contact Method**
  - Tel No: + ( ) -( )-
  - Fax No: + ( )-( )

- **Email**

### Room Types

- Standard Single (one single bed): NT$ 1,950 per night
- Semi-Suite (one double bed with a living room): NT$ 3,420 per night
- Semi-Suite (two standard single beds with a living room): NT$ 3,420 per night

### Arrival Date

- ________

### Departure Date

- ________

### Guarantee Information

- Credit Card
  - VISA
  - Master
  - American Express
  - JCB
  - UnionPay

- Cardholder’s Name

- Credit Card No.

- Expiry Date

- Cardholder’s Signature

### Hotel Remarks

1. Room Rate is inclusive of breakfast, tax and 10% service charge.
2. Check-in time after 3:00pm, check-out time before 12:00 noon.
3. **Reservation in advance is required and subject to availability.**
4. Smoking is prohibited inside The Howard International House.
5. For reservations or queries, please directly return the reservation form to Howard International House Taipei by fax: +886-2-7712-2333 or email: rv-ih@howard-hotels.com.tw before **Oct 2, 2020**.
6. **For no-show or cancellation within 48 hours, one night deposit will be charged.**
7. Please contact with us by e-mail or fax if you have not receive the confirmation.
8. If you need pick-up services, we will request a pre-authorization for the amount of transportation in advance from the credit card details you provided. Any no-show or cancellations within 24 hours will incur a charge of 100% transportation fee.

### Transportation Arrangement (from Taoyuan Airport to the Hotel)

- No need
- Benz (1~2 persons, NT$1,700/per trip), the number of persons: ________
  - Check in date: ________  Flight No.: ________  arrival time: ________
- Mini-Van (3~7 persons, NT$2,100/per trip), the number of persons: ________
  - Check in date: ________  Flight No.: ________  arrival time: ________

Howard Civil Service International House Taipei

No. 30, Hsin Sheng South Road Sec. 3, Taipei, Taiwan 106, R.O.C.

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