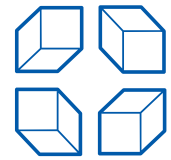


ICEF Beijing Workshop

For international educators and student recruitment agents from China and other Asian countries



ICEF
Workshops



Grand Millennium Beijing • October 10 - 12, 2018

Grand Millennium Beijing – Agents Extra Nights / Airport Transfer Reservation Form

Please return your reservation form to ICEF until September 6, 2018.

ICEF GmbH
Ms Ayumi Henke-Tokushige
Am Hofgarten 9
53113 Bonn
Germany

Tel +49 228 201 1941
Fax +49 228 201 1944
Email ▶ ahenke@icef.com

Room Reservation Request (Please type or print in capital letters)

Company _____

Mr Ms Last name _____ First name _____

Second person:

Mr Ms Last name _____ First name _____

Tel. (incl. area code & extension) _____ Email _____

Additional nights required (subject to room availability)

Pre-workshop nights (Oct. 7 to 10, 2018)

Date of check-in _____ Date of check-out _____

of nights _____ Approx. arrival time _____

Post-workshop nights (Oct. 13 - 15, 2018)

Date of check-in _____ Date of check-out _____

of nights _____ Approx. departure time _____

Airport Transfer

Date of Arrival _____

Date of Departure _____

Arrival Flight No. / Arrival time * _____

Departure Flight No. / Departure time * _____

Airport Transfer

CNY 690*

one way

return

* Per car per way (max. 3 people). Complimentary airport butler service is provided at the arrival gate.

Room type & rate (please check appropriate box)

Single room (Superior category, excluding breakfast)

CNY 1150

Twin/Double room (Superior category, excluding breakfast)

CNY 1150

* **Please note:** earliest possible check-in time is 14:00 and latest check-out time is 12:00 noon. All rooms are non smoking rooms.

Above rates are per room, per night, including 15% hotel service charge and **exclude** breakfast. Rates are valid for the period from October 7 to October 15, 2018 and are subject to room availability. For bookings outside this period the regular room prices become applicable.

Early check-in / Late check-out

Early check-in, 8:00 - 12:00

CNY 575

Early check-in, before 8:00

CNY 1150

Late check-out, 14:00 - 18:00

CNY 575

Late check-out, after 18:00

CNY 1150

Above rates are per room, including 15% hotel service charge.

Terms & Conditions

Your accommodation and all incidental charges will be payable directly to the hotel who will require your credit card details for this purpose upon check-in. **Please note that the hotel will charge a daily security deposit of CNY 500 to a foreign credit card and CNY 1000 to a domestic credit card for your incidentals which will be refunded upon check-out.** Room cancellations received until September 6 will be subject to a one night's charge. Cancellations received after this date will be subject to a 100% cancellation fee for your stay.

By returning this form you acknowledge the accuracy of information provided and agree to the terms and conditions above.

▶ **Fax to: +49 228 201 1944** or ▶ **email to ahenke@icef.com**