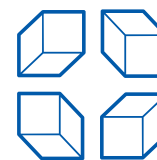


ICEF Beijing Workshop

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 5* – Reservation Form

The booking deadline is September 6, 2018. Additional rooms will be available subject to availability and on request only after the booking deadline.

ICEF GmbH
Ms Marlene Bauz
Am Hofgarten 9
53113 Bonn
Germany

Tel +49 228 201 1932
Fax +49 228 201 1944
Email ► mbauz@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 _____

Travel Details

Date of Arrival _____ Date of Departure _____ Number of nights _____

Airport Transfer

Airport Transfer **EUR 95*** one way round-trip

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

Arrival Flight No. / Arrival time ** _____ Departure Flight No. / Departure time ** _____

**Only complete the section when booking airport transfer

Room type (Deluxe category) & rate (please check appropriate box)

Single/Twin room (excluding breakfast) **EUR 175**

Single room (including breakfast) **EUR 185**

Twin/Double room (including breakfasts) **EUR 195**

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. Rates are valid for the period from October 7 to October 15, 2018 and are subject to room availability. For bookings outside this period regular room prices become applicable.

Early check-in / Late check-out

Early check-in, 8:00 - 12:00 **EUR 87.5**

Early check-in, before 8:00 **EUR 175**

Late check-out, 14:00 - 18:00 **EUR 87.5**

Late check-out, after 18:00 **EUR 175**

Payment

You will be invoiced for your accommodation by ICEF. Invoices are payable upon receipt and can be paid either by bank transfer or by credit card. You will find further information on the invoice.

Terms & Conditions

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 mbauz@icef.com**