

**Accommodation Reservation Form**

2023 MOEF-BOK-FSC-IMF International Conference

**[IMPORTANT NOTICE]**

**Please specify your participation type and preferred payment method as follows:**

	I am being supported for my accommodation by the IMF.
	I will personally cover the cost of my accommodation.

**RESERVATION DETAILS**

Check-in Date: \_\_\_\_\_ Arrival Flight: \_\_\_\_\_ ETA: \_\_\_\_\_  
 Check-out Date: \_\_\_\_\_ Departure Flight: \_\_\_\_\_ ETD: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 No. of guests: \_\_\_\_\_  
 Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
 Any Requests: \_\_\_\_\_

● Please do mark room type that you want to stay ●

Select	Room type	Remarks
<input type="checkbox"/>	<b>Deluxe King</b> <i>(One king sized bed)</i>	Included 1 Breakfast Buffet at Westin Club Lounge Complimentary Internet Free Access to Gym, Pool and Sauna
<input type="checkbox"/>	<b>Deluxe Twin</b> <i>(Two single sized beds)</i>	

Remarks: Surcharge for additional person is KRW 36,300  
**Reservation due date : (Tue) November 10, 2023**

- **The above rates are inclusive of 10% Service Charge and 11% VAT**
- All rates quoted are net and on a per room per night basis.
- Preferences indicated are not on guaranteed basis but subject to availability.
- Non-Last Room available. After cut off days, you have to contact hotel account manager to guarantee a reservation.
- The final bill will be settled with Korean Won based on the exchange rates on the arrival date.

**RESERVATION GUARANTEE**

A credit card guarantee is required at the point of reservation.

Guaranteed by:  AMEX  Diners  JCB  Master  Visa \_\_\_\_\_  
 Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

**TERMS AND CONDITIONS**

- **Check-in time is after 15:00hrs. Check-out time is before 12:00hrs.** For any guests who would like immediate guaranteed access to their rooms prior to 15:00hrs check-in time, this will be subject to availability
- Any no-shows or cancellations received not within 1week notice, the cost of one nights room charge will be charged to credit card.
- By providing above mentioned credit card details, cardholder agrees to the reservation guarantee policy.