



**Sheraton  
Grand**  
TAIPEI HOTEL  
台北喜來登大飯店

Reservation Form for ETD 2018 Taiwan  
Globalizing Knowledge with ETDs  
23<sup>rd</sup> to 30<sup>th</sup> September, 2018

To: Sheraton Grand Taipei Hotel  
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New Booking  Amendment  Cancellation  Repeat Guest Date: / /

**A. Delegate's Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)**

Salutation:  Mr.  Mrs.  Ms.  Dr.  Prof.  
Surname: \_\_\_\_\_ First Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Nationality: \_\_\_\_\_ Birthday (mm/dd/yy): \_\_\_\_\_  
Arrival Date (mm/dd): \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_  
Departure Date (mm/dd): \_\_\_\_\_ Departure Time: \_\_\_\_\_ Flight No.: \_\_\_\_\_

**B. Room Type / Room Rate**

**Deluxe King or Deluxe Twin**  NT\$ 6,000 for one daily breakfast  NT\$ 6,500 for two daily breakfasts

- \* Above rates are subject to 10% service charge and 5.5% VAT
- \* Complimentary In-room Internet.
- \* Complimentary newspaper, welcome fruit and use of gym.
- \* Official check in time is at 15:00 and checkout time is at 12:00 hours. Early check in / Late checkout is subject to additional charge.
- \* The Hotel will send a written confirmation upon receipt of the completed form.

**C. Airport Transportation**

Arrival Airport Transfer  Yes (Share car with \_\_\_\_\_)  No  
Departure Airport Transfer  Yes (Share car with \_\_\_\_\_)  No  
\*Limousine service charges NT\$2,800net per car per trip, Mercedes-Benz S350, maximum 3 people per car.  
\*Limousine service must be guaranteed by credit card and changes to arrival time notified at least 3 hours in advance to avoid a "No Show" charge.

**D. Payment Details**

Credit Card:  VISA  MasterCard  American Express  JCB  
Card No: \_\_\_\_\_ Expiry Date: (MM/YY)\_\_\_\_ / \_\_\_\_  
Card Holder Name (printed): \_\_\_\_\_ Security Code: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

\*No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged.

- Please return this form by the deadline date of **August 31<sup>st</sup>, 2018**. Cancellations received within 3 days of arrival or in the event of NO-SHOW, one night's room rent will be charged as penalty.
- We look forward to serving you in the near future and please do not hesitate to contact us if you have any inquiries.